



Volunteer Policy

The Old School Community Gathering Place

Effective Date: July 17, 2025

Approved By: Delphine du Toit, Interim Chair, upon email consultation with the full Board.

1. Purpose

This policy outlines the principles and guidelines for engaging volunteers at The Old School Community Gathering Place. Volunteers play a critical role in supporting our mission and values. This policy ensures that all volunteers are treated fairly, consistently, and with respect.

2. Definition of a Volunteer

A volunteer is an individual who, without expectation of compensation, performs services directly related to the mission of The Old School Community Gathering Place.

3. Recruitment and Selection

- Volunteers will be recruited without regard to race, religion, gender, age, sexual orientation, national origin, or disability.
- All volunteers must complete a Volunteer Application Form and complete a volunteer interview.
- Vulnerable Sector checks are required for all volunteers 18 years of age and older.
- Volunteers under 16 years of age must have parental/guardian consent and may be subject to age-specific restrictions.



4. Orientation and Training

- All volunteers will receive an orientation that includes an overview of the organization, its mission, policies, and procedures.
- Specific role training will be provided so that volunteers can perform their duties effectively and safely.

5. Supervision and Support

- Each volunteer will have a designated supervisor or coordinator.
- Regular check-ins and feedback will be provided.
- Volunteers are encouraged to ask questions and seek support as needed.

6. Code of Conduct

Volunteers are expected to:

- Act in a professional, respectful, and ethical manner.
- Abide by all policies and procedures of the organization.
- Maintain confidentiality regarding organizational matters and clients.
- Report any concerns, conflicts, or misconduct to their supervisor promptly.

7. Hours and Recordkeeping

- Volunteers are expected to log their hours using the system provided.
- Schedules are flexible and must be agreed upon in advance with the supervisor.

8. Health and Safety

- Volunteers must comply with all health and safety regulations.

- Any injuries, accidents, or safety concerns must be reported immediately.

9. Ending of Volunteer Involvement

Termination of a volunteer role can occur as a result of resignation, death or a decision by the organization to end the volunteer's involvement.

Grounds for the Old School ending the volunteer's engagement include:

- The volunteer fails to comply with policies, or
- There is a breach of confidentiality with respect to the confidential business of the Old School, including but not limited to disclosure of the identity of any client served by the Old School to anyone who is not an employee of the Old School; or
- The volunteer acts in a manner contrary to the objectives of the Old School; or engaging in behaviour unbecoming and/or uncivil, or
- The volunteer uses the name of the Old School, its facilities or property, or their affiliation to the Old School for their own personal gain, or
- The organization's needs change.

Termination of volunteer engagement initiated by the Old School will follow only after reasonable attempts have been made by Old School representatives to communicate with the volunteer regarding the matters of concern, and where those attempts have, in the view of the Old School, failed.

10. Recognition

Volunteers are essential to our success and will be regularly acknowledged through events, certificates, letters of appreciation, and public recognition where appropriate.

11. Policy Review

This policy will be reviewed annually to ensure its relevance and effectiveness.