

JEWISH COMMUNITY HOUSING CORPORATION

Volunteer Program

Title: **Volunteer Program**

Policy: Jewish Community Housing Corporation believes that the lives of the seniors are enhanced by interested person(s) who volunteer their time and talents. To this end, JCHC accepts and encourages the involvement of volunteers at all levels of JCHC and within all appropriate programs and activities. All agency and staff are encouraged to assist in the creation of meaningful and productive roles in which volunteers might serve and to assist in recruitment of volunteers from the community.

Procedure:

The Activity Coordinator will:

1. Asses the different volunteer opportunities at the specific community and create a list of all potential activity opportunities will be available.
2. .Develop an annual plan to address those needs and identify impact of volunteer work. Annual plan will be reviewed and approved by Administrator/ Site Manager and Chief Operating Officer.
3. Recruit volunteers on a regular basis. Coordinates volunteer recruitment in conjunction with other JCHC activity coordinators.
4. Provide prospective volunteers with application. *See Volunteer Application*
Note: Application will include checking two references.
5. Interview and screen all volunteers prior to volunteer assignment placement. Site Managers will have opportunity to review all volunteer candidates.
6. Provide orientation to volunteer prior to placement of volunteer and throughout assignment as needed. *See Volunteer Orientation Packet*
7. Furnish accident, personal liability as required by program policy.
8. Periodically, monitor volunteer activities to assess and discuss the needs of volunteers and the program.
9. Provide quarterly and annual recognition opportunities for all volunteers.

Approval date		Review date		Review date	
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