

# **Gomer Inc / Women With Opulence Volunteer Program Policy and Procedures**

## **Policy**

Gomer Inc / Women With Opulence will utilize volunteers as long as it is helpful and safe for residents and staff.

## **Coordinate**

Gomer Inc / Women With Opulence will organize, implement, and coordinate the volunteer program under the direction of the Executive Director.

## **Procedures**

### Application

- A staff member of Gomer Inc / Women With Opulence will send the interested party a volunteer information sheet, volunteer description sheet, and police check to be filled out and returned.
- A staff member of Gomer Inc/ Women With Opulence will process the police check or reference check and respond to all interested persons whose background checks comes back clear.
- All qualifying interested persons will be sent a copy of the volunteer guidelines to review.

### Volunteer Organization and Supervision

- Gomer Inc / Women With Opulence will be responsible to organize the volunteers in a way that makes utilizing their services time and labor effective.
- Volunteer applications and supporting information will be kept on file in an appropriate manner with Gomer Inc / Women With Opulence.
- In most cases, volunteers should only be scheduled to work when staff is present.
- All volunteers will operate under the supervision of the staff members of Gomer Inc / Women With Opulence.
- The staff members of Gomer Inc / Women With Opulence will solicit regular feedback from both the volunteers and staff about concerns they may have and will address those concerns in a timely manner.
- Gomer Inc / Women With Opulence will attempt to regulate the amount of time the volunteer is called upon to work.
- Volunteers will not be made directly available to residents without the permission of the Executive Director.