VOLUNTEER MANAGEMENT PROCESS

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| **Prescreening- Application received by HR** | Application received by HR – HR Asst. will review the application for availability, interests, and skills. HR Asst. will forward the application to the Volunteer Coordinator of the appropriate department(s). Volunteer Coordinator will screen applicant to meet department needs. The Coordinator will contact applicants to identify who will be offered an interview. If the Coordinator does not wish to contact applicant, they will notify HR Asst. Coordinators will also notify HR Asst. when they have contacted an applicant and wish to proceed with bringing the volunteer on. |
| **Prescreening-Application received**  **by Coordinator or Branch Manager** | If an application is received directly by the Coordinator or Manager, they may interview the applicant, and let HR Asst. know that they have a volunteer who would like to work in their department/Branch. Application should be forwarded to HR Asst. for further processing. On the bottom of the back page of the application, which is labeled “Library Office Use Only”, please indicate the date application was received, the date of interview, and the hiring department or Branch. |
| **Interview** | Coordinator/Manager will contact pre-screened applicants to schedule an interview. The interview shall determine whether or not the applicant’s experience, skills, and expectations meet those needed for available volunteer opportunities with the Pueblo City-County Library District. Following the interview, the Coordinator will contact HR Asst. and let them know if they want to proceed with bring on the volunteer or not. |
| **Background Check**    **Background Check** | Coordinator will have applicant fill out the **Fair Credit Reporting Act Disclosure & Authorization** (This form is available on the portal. It must be current and filled out completely). Coordinator will forward the form to HR Asst. to conduct a background check. Alternately, HR Asst. can send the applicant a link via email to the applicant to complete the background online. The volunteer must not begin their assignment until the Coordinator/Manager is notified by HR Asst. that the applicant’s background check has been completed and they can proceed with the process.  **If more than 12 months has passed since the applicant lasted worked with PCCLD the volunteer must submit to another Background Check.** |
| **Orientation** | Once HR Asst. has notified the Coordinator that the applicant’s background check has been completed, the Coordinator will contact the applicant to offer them a volunteer position with PCCLD and will schedule an orientation session. During this orientation, the Coordinator will complete the following:   * Review the Volunteer Handbook & Acknowledgement of Receipt (available on the Portal) * Have the volunteer sign the Volunteer Agreement/Customer Confidentiality form   These documents should be forwarded to HR Asst.  Additionally, the volunteer can be given the any of the following:   * Guidelines Governing the Use of the Library * Review of the Dress Code * Training materials for their volunteer duties * Contacts if they are unable to make a scheduled shift * Building Tour * Timesheets   Coordinator will need to let HR Asst. know if the volunteer wants their name badge to be printed differently then what they wrote on their application. |
| **Timesheets** | All volunteer’s hours must be reported to HR Asst. monthly.  Send timesheets or electronic spreadsheet with total hours by volunteer to HR Asst. on the 1st day of each month |
| **Risk & Injury** | Volunteers are not covered under the Worker’s Compensation Act if injured while performing their volunteer duties.  Volunteers will be covered under the PCCLD Patron Liability Insurance.  **Any on the job injury should be reported immediately to the HR Department** |

**All volunteer documents can be found on the PCCLD Portal. Click on Documents, under Document type select “Volunteer Forms” which is nested under Human Resources.**