

Wood County Board of Developmental Disabilities

POLICY

Policy #: 01-ALL-ALL-0007
Effective Date: 11-12-87
Person Responsible: Community Engagement Specialist

Subject: Volunteer Program
Last Revision: 12-09-24

Approvals/Date: Brent C. Ban 12/9/24 Date
Superintendent, WCBDD
Martha Wrefke 12/9/24 Date
Board President, WCBDD

All volunteers must have completed standard admittance procedures and be at least 14 years of age. If under 18, volunteer must complete and return Form 03-ALL-ALL-0044 before volunteering.

Volunteers shall provide services, which are based on the needs of individuals served, on staff requests, and on the volunteer's skills, abilities, and experiences. Persons providing volunteer services will do so under the supervision of professional staff. At no time will a volunteer act in lieu of staff.

Procedures for recruitment, selection, training, assignment/evaluation, recognition, and the termination of volunteers will be developed and disseminated to all volunteers and staff.

Volunteers will be recruited to provide direct service for enrollees and indirect supportive services. Persons who volunteer may do so during regularly scheduled program hours and during extracurricular events sponsored by the Board.

Persons are expected to apply for volunteer status through the proper office and to be formally accepted and oriented as a volunteer prior to beginning their volunteer experience. Any person acting without such recognition will be considered a "visitor" and, as such, will be subject to the policies and procedures of the Board regarding "visitors".

Volunteers are subject to background checks and contingency policies in the application/orientation packet. Confidentiality of records will be maintained in the application/orientation packet.

Individuals who have been convicted of or plead guilty to a felony or misdemeanor as defined in ORC 109.572; a felony contained in the Revised Code that is not listed in this division, if the felony bears a direct and substantial relationship to the duties and responsibilities of the position; any offense contained in the Revised Code constituting a misdemeanor of the first degree on the first offense and a felony on a subsequent offense, if the offense bears a direct and substantial relationship to the position and the nature of services being provided may not serve as volunteers. Assignments for all volunteer candidates are subject to review and are at the discretion of the volunteer coordinator or appropriate administrative personnel.

The Board believes that a cooperative, mutually supportive working relationship between staff and responsible, well-trained volunteers is essential to the success of the volunteer program. Staff and volunteers are expected to fully and appropriately fulfill their respective roles for the benefit of persons enrolled in services at the Wood County Board of Developmental Disabilities.

References: **OAC 5123-4-01**
ORC 109.572

Form: **03-ALL-ALL-0044**

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