



Ecojustice Volunteer Policy and Procedure

It is the policy of Ecojustice to encourage and facilitate volunteer participation in the organization

Ecojustice volunteers are individuals who have freely and willingly committed themselves to uphold Ecojustice values, support its mission and work to support its work in Canada without expecting financial remuneration for their services

1. **Supervision:** All Donor Relations volunteers are supervised by the Donor Relations Coordinator. In his/her absence, the Donor Relations Associate will supervise Donor Relations volunteers.
2. **Recruitment:** The Donor Relations Coordinator in consultation with the appropriate staff member identifies the need to recruit volunteer(s) for the Development team. Skill set is identified and an advert is placed. The background of the candidate(s) is vetted and, once vetted, the Donor Relations Coordinator invites the potential volunteer to a meeting to learn more about the volunteer opportunity. If the fit is right, the volunteer is invited to join.
3. **Screening:** The Development Team recruits and screens volunteers through personal or professional reference by current volunteers, board members, community peers and community leaders. We also advertise on our website or on charity websites when in need of volunteers. Our volunteers do not work with children or vulnerable adults so there is no police check.
4. **Documentation:** Development Team volunteers complete the Confidentiality Form and the medical emergency contact form, both of which are given to and held by the Donor Relations Coordinator.
5. **Orientation:** It is the responsibility of the Donor Relations Coordinator to provide orientation and training to new volunteers which join to assist the Development Team. The orientation includes a tour of the office, introduction to relevant staff, background information and literature on Ecojustice and its work and an orientation of the roles and responsibilities of the volunteer.
7. **Supervision and feedback:** Development Team volunteers are supervised by the Donor Relations Coordinator. The Donor Relations Associate will take over the supervisory role in the Donor Relations Coordinators absence.

Volunteers are encouraged to provide feedback on their experience volunteering with the organization via the Donor Relations Coordinator. Any formal complaints or concerns regarding the volunteer workplace or staff/ volunteer conduct etc. may also be made directly to human resources: ksullivan@ecojustice.ca

8. Recognition

The Development Team in Vancouver organizes 2 donor recognition events a year for their volunteers. The Donor Relations Coordinator is also responsible for providing employment references upon request to the volunteers. When volunteers leave, they are presented with a certificate of participation. Volunteers are also recognized in our publications when space permits.