



Ecojustice Volunteer Policy and Procedures

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. Volunteers bring a vast array of skills and experience that strengthens the work of Ecojustice both inside and outside the courtroom. They are recognized as an integral part of the team, working alongside paid staff and other volunteers to fulfill the mission of Ecojustice.

1. Recruitment: The Volunteer Coordinator works collaboratively with the staff and leadership teams to identify volunteer recruitment needs and develop volunteer role descriptions. Volunteer opportunities are posted on Ecojustice and other charity websites. Postings are also circulated to the staff team for distribution via social media.

2. Screening: The Volunteer Coordinator screens applications and conducts preliminary telephone interviews. Short-listed candidates are identified in collaboration with Staff Supervisors, and invited for an in-person interview with their Staff Supervisor. Reference checks are completed for most volunteer positions, in accordance with pre-determined position requirements.

3. Documentation: All volunteers complete a Volunteer Agreement, Confidentiality Form, Emergency Medical Contact Information form and Communication Survey. Law students and other legal volunteers also complete a Conflicts Check.

4. Orientation and Training: At the start of their volunteer placement, all volunteers will receive an orientation to Ecojustice, its mission and relevant policies and procedures. Quarterly Volunteer Orientation sessions are facilitated by the Volunteer Coordinator. Further role specific training is provided by designated Staff Supervisors.

5. Supervision: Volunteers are supervised by a designated Staff Supervisor. Ongoing monitoring and guidance is provided by the Staff Supervisor with additional support available through the Volunteer Coordinator.

6. Evaluation and feedback: Ecojustice is committed to a culture of coaching in an effort to maximize employee and volunteer performance and satisfaction. Staff Supervisors are responsible for providing volunteers with informal feedback and coaching on a regular basis, and to ensure that volunteers are given the opportunity to use their existing skills or to develop new ones. Should a volunteer prefer a formal evaluation meeting, this can be requested via the Volunteer Coordinator.

7. Complaints: Volunteers are encouraged to provide feedback on their volunteer experience at any time via the Volunteer Coordinator. Any formal complaints or concerns may also be made directly to the People and Culture Manager.

8. Recognition: Ecojustice values the contribution that volunteers bring to our organization, and recognizes volunteers through a variety of methods. Annual volunteer recognition initiatives are coordinated by the Volunteer Coordinator and references are provided upon request. Volunteers are also recognized on our website and in our publications, when space permits.

9. Equity Diversity and Inclusion: Ecojustice seeks to provide a fair and equitable work environment and to offer all individuals full opportunity to develop their potential. Accordingly, Ecojustice will try to identify and eliminate any barriers that interfere with employment or volunteers opportunities throughout the organization.

10. Respectful Workplace: Ecojustice is committed to providing a work environment which promotes respect. Ecojustice has zero tolerance to all forms of bullying, harassment, sexual harassment, discrimination and workplace violence and is supportive of the dignity, self-esteem and productivity of every employee and volunteer.