

## VOLUNTEER POLICY

Volunteers, interns and co-op students are an important part of Propeller Dance's operations and make a valuable contribution to the organization. Volunteers help to increase our responsiveness, deliver valuable services, provide assistance to our participants and support new program opportunities.

The CONFLICT OF INTEREST POLICY, PUBLIC COMMUNICATIONS AND PRIVACY POLICY and the HARASSMENT AND VIOLENCE POLICY apply to all volunteers, interns and co-op students.

Certain policies which are unique to our Volunteers, interns and students:

### 1.1. Screening

- All prospective volunteers shall complete the volunteer application form.
- A documented background check shall be completed on each volunteer applicant and shall include but not necessarily be limited to the following:
  - Employment history
  - Skills
  - Areas of interest
  - Interest and experience in the arts
  - Hobbies
  - References
- A vulnerable sector screening at the volunteer's expense may also be requested, depending on the role of the volunteer. Failure to provide this screening may limit the volunteer's activities.

### 1.2. Selection and Placement

- Upon their selection, applicants shall receive a confirmation letter prior to the start of service.
- Volunteers shall be required to sign and abide by the Propeller Dance Volunteer Agreement.
- Volunteers shall be placed only in job assignments or events that are consistent with their knowledge, skills, abilities and the needs of Propeller Dance.

### 1.3. Training

- Volunteers shall be provided with an orientation program to acquaint them with Propeller Dance's operation and relevant policies and procedures.
- Volunteers shall receive position-specific training to ensure they have adequate knowledge and skills to complete tasks required by the position.

#### 1.4. Fitness for Volunteering

- No volunteer shall be allowed to volunteer if their judgment or physical condition places other participants at risk.
- Volunteers shall report to their supervisor any changes in status that may affect their ability to fulfill their duties.

#### 1.5. Disciplinary Procedures/Termination

- A volunteer may be removed or asked to resign from the volunteer program at the discretion of the Director(s).

#### 1.6. Annual Volunteer Feedback Meeting

- An annual meeting of volunteers will be held to get feedback on their experience with Propeller Dance and to identify any strengths or areas for improvement.