

Unity North Atlanta  
Policy and Procedure

Policy Name: Volunteer Coordination & Management	Date Created: November 8, 2017
Policy Number: UNAC-170006	Date Approved: January 18, 2018
Category: Administration	Expiration Date: January 18, 2021
	Approved by: Board of Directors

**Purpose of Policy:** A strong, smoothly operating staff of volunteers is invaluable to the organization of the ministry. Volunteers find self-fulfillment in serving the ministry while providing necessary assistance in areas of need.

Effective communication and a clear understanding of the roles and responsibilities of the Board, staff and volunteers is essential to the success of a volunteer program. The Board and Staff consider the number of volunteers needed when formulating plans and developing a budget.

**Roles and Responsibilities:**

- I. **Volunteer Coordinator(s):** helps insure the success of a volunteer program. This person is generally a staff person or an experienced volunteer, who manages the program and is accountable to the Executive Director and Spiritual Leader.
  1. Keeps an accurate database of volunteers and their ministry association or special skills sets.
  2. Assists new volunteers by providing information on the various volunteer opportunities.
  3. Works with Ministry Leaders to supplement ministry needs with additional volunteers as needed.
  4. Works with Event Coordinators to supplement event with appropriate volunteers.
  5. Ensures compliance with the Safety and Health Policy UNAC-150002.
  6. Actively and continuously recruits new volunteers.
  7. Periodically reports to the Executive Director the number of active volunteers.
  8. With the assistance of the Executive Director and Spiritual Leader provides recognition of volunteers both individually and as a whole.
  
- II. **Volunteer Management**
  1. All Youth and Family Volunteers are addressed under Youth Programs Policy UNAC-150001.
  2. The Unity North Staff will work closely with the Volunteer Coordinator(s) to ensure proper volunteer assistance at events.
  3. The Executive Director will request reports as needed to substantiate volunteer commitment and the impact of volunteers on the health of the community/congregation.
  4. All Volunteers, other than those working an event or a service, will be required to sign in/out with the location of where they will be working and what they will be doing each time they are on site.  
The sign in sheet is located outside the front office of in the Administration Building. (see Appendix A)

_____	<u>Tracey Quillen</u>	_____
Board Chairperson	Printed Name	Date

_____	<u>Diane Glynn</u>	_____
Executive Director	Printed Name	Date

_____	<u>Richard Burdick</u>	_____
Spiritual Leader	Printed Name	Date

