

POLICY

The Poverello Center, Inc. maximizes its resources using volunteers who come to the agency to assist in the mission of the center.

PROCEDURE

- I. The manager of the thrift store is the designated authority to whom volunteers assigned the thrift store shall report.
- II. The manager shall quickly evaluate the skills, talents and abilities of each volunteer and provide each with the training necessary to accomplish their assigned tasks.
- III. The manager shall take the initiative to review the volunteer application and file if needed to manage the volunteer. Consultations with the volunteer manager are encouraged to ensure proper management of the volunteer.
- IV. The manager is responsible for assignment, evaluation, management and termination of volunteers provided to the Thrift Store for service.
- V. The manager shall ensure that volunteers are provided support and positive reinforcement in return for their service to the organization. It is the manager's responsibility to afford assigned volunteers' recognition and an environment in which volunteering is supported and rewarded through positive experiences.
- VI. The manager is responsible for creating a safe and engaging volunteer environment.

Signature: _____



Date: _____



Thomas S. Pietrogallo, MSW/LCSW, MBA
Chief Executive Officer

BOD Approved Date: Pending

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