

FCSS Volunteer Program

Program	FCSS Community Resource Directory
Program Description	Update Community Resource Directory with Brandi Fedorowicz (Town of Manning office)
Location	Manning & District FCSS
Day/Time/Shift	Volunteers will be scheduled as determined by FCSS.
Volunteer Qualifications	<ul style="list-style-type: none">• Must be physically and mentally capable of accomplishing the various responsibilities with this program.• Must be friendly and use telephone etiquette• Must be able to provide a Criminal Record check for determination of acceptance.• For instructional purpose, volunteers must be able to read, write and understand Basic English.• Be a minimum of 16 years of age.• Must report any injuries/incidents to FCSS Director
Duties	<ul style="list-style-type: none">• Contact community resources for updates by telephone, email, fax• Follow the instructions of FCSS who scheduled your assignment.
Staff Responsibilities	To provide initial orientation & training. <ul style="list-style-type: none">• To provide assistance to the volunteer as required.• Ensure all Volunteer qualification criteria are met.• Schedule volunteer as required by program• Supervise volunteer(s), as necessary.
Orientation & Training	Volunteer Resources orientation. <ul style="list-style-type: none">• Volunteer Community Resource Directory description and training manual.

Volunteer Driver (Printed Name)

Signature

FCSS Director (Printed Name)

Commencement Date

Revised Date