

FCSS Volunteer Program

Program	FCSS Community Welcome
Program Description	Put together Community Welcome Bags
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 business and agencies by email, fax, telephone to drop off items at FCSS/Town of Manning• Contact Town & Country for updated welcome letter• Put together CW Bags• Distribute bags to Canada Post• Contact Deadwood Post Office- to pick up CW Bags• 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 Welcome description and training manual.

Volunteer Driver (Printed Name)

Signature

FCSS Director (Printed Name)

Commencement Date

Revised Date