



Welcome!

Welcome to Clallam County volunteer service. The purpose of the County volunteer policies is to provide overall guidance and direction to staff and volunteers engaged in volunteer programs and management efforts.

The County depends on volunteers to supplement and extend paid staff's ability to deliver service, and to strengthen our relationship with the community. At any one time, more than one quarter of our staff is volunteers. Given the importance and size of this constituency, a formal Volunteer Service Program has been instituted. These policies are intended to apply to all volunteers in any programs or projects undertaken on behalf of the County. In addition, you may find the department for which you are performing service may have additional procedures that you will be expected to follow.

As a volunteer, here are some key points you should know.

- Your presence is depended upon. If you are unable to report for duty as agreed, notify your supervisor immediately so a substitute can be found.
- This job requires your full attention; therefore, we ask that friends and family members not join you while you are on duty.
- It may take up to 6 months to really learn your job and feel productive; therefore, we ask that you commit yourself to us for at least that long.
- There will be an opportunity to evaluate your performance and ours. Afterwards, if you need a job or school reference, we will write one for you.
- Keep track of your hours on the time sheet provided. This will help us to maintain appropriate insurance coverage.
- Follow all of the rules. Don't engage in behavior and activity that will embarrass you and bring discredit to the county.
- Your first line of communication is with your supervisor. Should you wish a change in assignment or schedule, discuss this with your supervisor.

Volunteers like you are hard to find. We appreciate your dedication to public service. We are open to suggestions for improving this valued program. Please feel free to contact the Human Resource Director at 360-417-2242.