



ADMINISTRATIVE PROCEDURES

TITLE: Episodic Volunteers and Volunteer Service		PROCEDURE #: 207-B
DEPT: Human Resources		PROGRAM: Volunteer Services
EFFECTIVE DATE: 03/2025	REVIEWED:	REVISED:

OBJECTIVE: To establish a procedure that supports the management and encouragement of volunteer services and programs within Marion County.

REFERENCE: Policy #207

POLICY STATEMENT: Marion County recognizes that volunteers are essential to the productivity, efficiency, and cost effectiveness of government operations. Effective management of volunteer programs is, therefore, a matter of significant importance. Marion County Volunteer Services supports participation, career experience, and community involvement through volunteer opportunities within Marion County departments. These procedures are adopted to implement Marion County Administrative Policy 207, Volunteers and Volunteer Service for episodic volunteers.

APPLICABILITY: All county departments, elected officials, appointed department heads, employees, and episodic volunteers.

PROCEDURES:

The Marion County volunteer services coordinator works with county staff to develop a comprehensive countywide recruitment strategy for each volunteer position created. Departments are responsible for supplying and updating information to the volunteer services coordinator regarding open volunteer positions within their department. All forms referenced in this procedure are available on the Volunteer Services intranet page or through the volunteer services coordinator. For assistance with processes outlined in this policy and/or procedure contact: Volunteer Services Coordinator: volunteer@co.marion.or.us or (503) 588-7990.

1. Forms and Resources

- 1.1. The volunteer services coordinator maintains forms, checklists, handbooks, and other volunteer management resources on the Marion County intranet page. Forms or materials referred to in this procedure are available on the intranet site.
- 1.2. Forms and handbooks that a volunteer might need are maintained on the public facing website.

2. Recruiting Episodic Volunteers

- 2.1. Departments are responsible for notifying the volunteer services coordinator of volunteer opportunities and recruitment needs in a timely basis.
- 2.2. The volunteer services coordinator and the department will cooperate to develop and implement a recruitment plan for vacant and ongoing volunteer needs.
 - 2.2.1. The volunteer services coordinator can assist by posting volunteer opportunities on the Marion County Volunteer Opportunities webpage, Marion County social media pages, and distributing to local media outlets. Other distribution outlets may be identified as appropriate.
 - 2.2.2. Departments are encouraged to recruit independently, distributing information for open positions to their current volunteers, industry specific outlets, department specific social media pages and professional networks.

3. Placement of Episodic Volunteer

- 3.1. Episodic volunteers must complete a Marion County Volunteer Registration and Waiver Form.
- 3.2. Departments who are working in partnership with other governments, agencies, or community groups may opt to utilize a partner's waiver when Marion County has been named as an additional insured and named as a released party on their waiver.

4. Working with Partners

- 4.1. Marion County departments have a responsibility to define and clarify roles when working in partnership with other governments, agencies, or community groups. These defined roles include:
 - 4.1.1. The roles that are designated to volunteers.
 - 4.1.2. The government, agency, or community group identified which accepts the responsibility for management of participating volunteers.
 - 4.1.3. The government, agency, or community group identified which accepts the liability for participating volunteers.
- 4.2. Marion County departments who accept responsibility for management and/or liability for participating volunteers must ensure adherence to this policy, and that volunteer records and a copy of any Memo of Understanding (MOU)/interagency agreement is on file with the volunteer services coordinator.

5. Orientation, Training and Supervision

- 5.1. Episodic volunteers may receive a condensed or alternate version of orientation.
- 5.2. Episodic volunteers will receive adequate safety training and training specific to their volunteer role.

- 5.3. Departments who accept responsibility for management and/or liability for episodic volunteers must ensure adequate supervision is provided while volunteers are performing their duties.

6. Record Keeping and Reporting

- 6.1. Departments are responsible for keeping accurate records of volunteer hours of service, accomplishments, and evaluations per OAR Chapter 166-150-0160.
- 6.1.1. Volunteer worker records should be kept for a minimum of 3 years after separation. Volunteer worker records include documentation of work performed, agreements, applications, skill test results, training documentation, task assignment and monitoring records, and related information.
- 6.1.2. Volunteer program records (documenting the activities and administration of volunteer programs and volunteers in the agency) should be kept for a minimum of 5 years after separation. Volunteer program records may include volunteer hour statistics, volunteer program publicity records, insurance requirement information, inactive volunteer files, and related records.
- 6.2. The method of record keeping is determined by individual departments, but at a minimum the number of episodic volunteers and the number of volunteer hours performed must be reported to the volunteer services coordinator on an annual basis.
- 6.3. The volunteer service coordinator is responsible for collecting reporting data and compiling the Volunteer Annual Report.

7. Volunteer Recognition

- 7.1. The volunteer service coordinator will be responsible for the annual county-wide recognition of the Marion County volunteers and will include episodic volunteers if departments have provided their contact information. Annual recognition includes:
- 7.1.1. Annual Volunteer Report.
- 7.1.2. Annual recognition activity.
- 7.1.3. Annual Volunteer Awards.
- 7.2. Departments should recognize episodic volunteers and their contributions where applicable.
- 7.3. Episodic volunteers are eligible to receive a Marion County volunteer award.

8. End of Service, Reassignment and Release from Service

- 8.1. If the volunteer placement is not beneficial for the volunteer and/or the department, volunteers may be reassigned or released from service.
- 8.2. Department will collect all county property (i.e. badges, uniform items, equipment) from volunteer at the end of service.