



TOWN OF NEW IPSWICH

661 Turnpike Rd, New Ipswich, NH 03071

Board of Selectmen



Town of New Ipswich Volunteer Policy

Policy Number: P2024-03

Effective Date: 3/5/2024

1. Purpose: The Town of New Ipswich recognizes and values the contributions of volunteers in enhancing the quality of life for its residents. This Volunteer Policy establishes guidelines for the engagement, management, and recognition of volunteers within the Town.

2. Definition of a Volunteer: A volunteer is an individual who, without compensation or expectation of compensation, willingly provides their time, skills, and services to benefit the Town of New Ipswich and its residents.

3. Volunteer Opportunities: The Town shall provide a range of volunteer opportunities that align with the community's needs and the interests and skills of potential volunteers. Volunteer opportunities may include, but are not limited to, community events, environmental conservation, recreation and parks, senior services, youth programs, and emergency services.

4. Volunteer Recruitment: The Town shall actively recruit volunteers through various channels, including community outreach, the Town website, and local media. All recruitment efforts shall adhere to non-discrimination principles, promoting inclusivity and diversity.

5. Volunteer Application Process: Prospective volunteers shall complete a Volunteer Application Form to express their interest in volunteering. The application shall include personal information, areas of interest, skills, availability, references, and a declaration of any criminal convictions. All information provided by applicants shall be treated confidentially.

6. Background Checks: Background checks will be performed for all volunteers dealing with cash/finances, children or the elderly. Individuals must provide written consent before the check is conducted. The consent form shall clearly state the types of checks to be performed and the information needed for verification. The results of background checks will be used in accordance with applicable laws and regulations. Exceptions may be made by the Board of Selectmen on a case-by-case basis. Documentation will be recorded for any exceptions.

7. Orientation and Training: Volunteers shall receive appropriate orientation and training to ensure they are well-informed about their roles, responsibilities, and the policies and procedures of the Town. This may include safety training, confidentiality agreements, and other relevant topics.

8. Volunteer Supervision: Volunteers shall work under the supervision of Town employees or designated coordinators. Supervisors shall provide support, guidance, and feedback to volunteers and ensure they have the necessary resources to perform their duties.

9. Code of Conduct: Volunteers are expected to adhere to a code of conduct that includes, but is not limited to, professionalism, respect for others, confidentiality, and compliance with Town policies. Violation of the code of conduct may result in the termination of volunteer services.

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www.newipswichnh.gov

10. Termination of Volunteer Services: The Town reserves the right to terminate the services of a volunteer at any time, with or without cause. Termination may occur if a volunteer violates policies, engages in inappropriate conduct, or if their services are no longer needed.

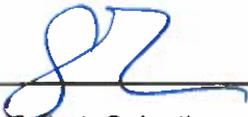
11. Insurance: Volunteers engaged in Town-sanctioned activities shall be covered by the Town's insurance policies to the extent permitted by law.

12. Amendments: This Volunteer Policy may be amended by the Board of Selectmen as needed. Any amendments shall be communicated to volunteers in a timely manner.

13. Review: This Volunteer Policy shall be reviewed periodically to ensure its effectiveness and relevance. Changes may be made as necessary to address evolving needs and circumstances.

14. Contact Information: For inquiries regarding volunteering or this policy, please contact Debbie Deaton, Town Administrator at townadmin@newipswichnh.gov or 603-878-2772 ext. 422.

This Volunteer Policy is hereby adopted by the Board of Selectmen on 3/5/2024.



Shawn Talbot, Selectboard Chair



Jason Somero, Selectman



Lou Alvarez, Selectman