

*Introducing*

# A Provincial Policy on Volunteer Involvement in Government

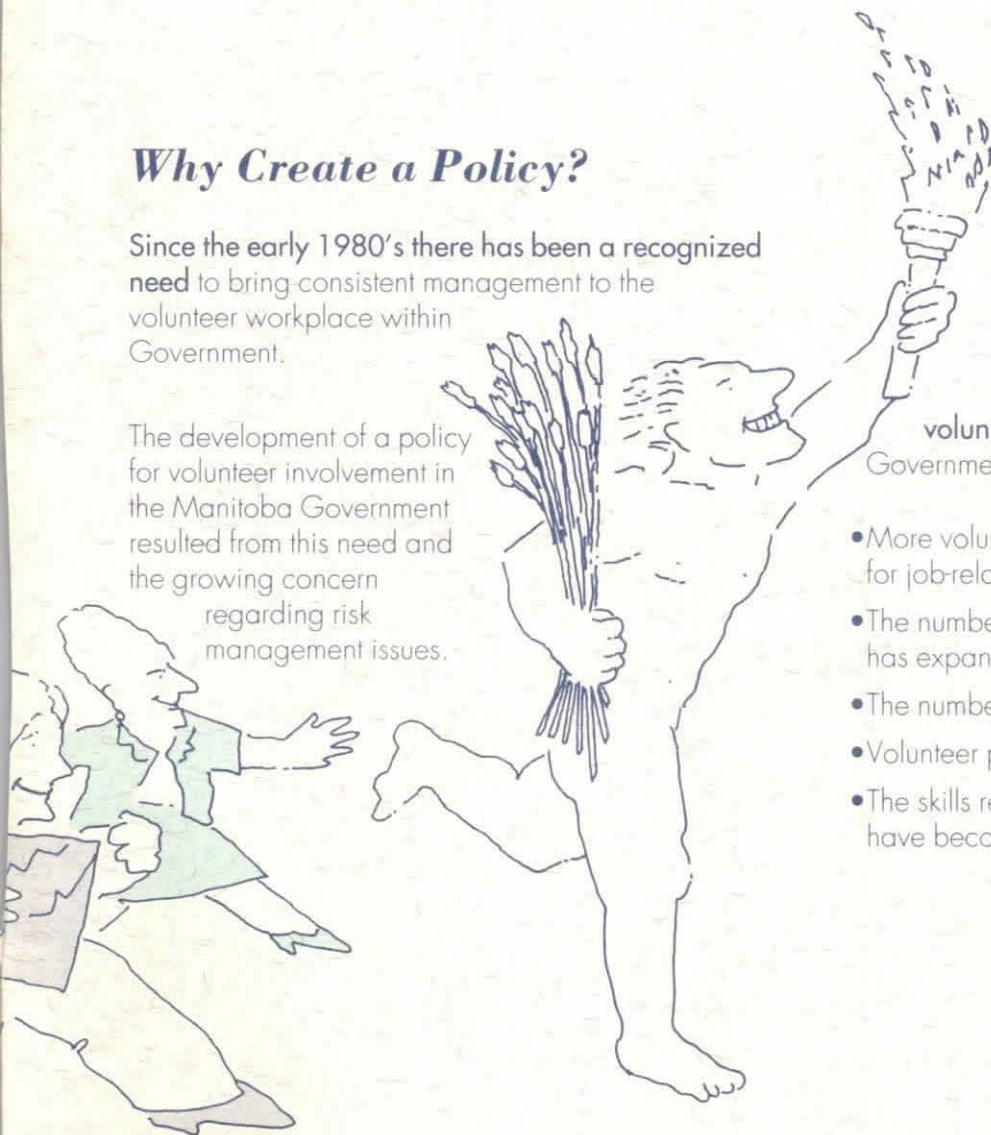
## *Why Create a Policy?*

Since the early 1980's there has been a recognized need to bring consistent management to the volunteer workplace within Government.

The development of a policy for volunteer involvement in the Manitoba Government resulted from this need and the growing concern regarding risk management issues.

During the past 20 years the face of volunteerism has changed and so has the Government's approach to the use of volunteers.

- More volunteers are attracted to Government for job-related training and experience.
- The number of Departments using volunteers has expanded.
- The number of individuals placed has increased.
- Volunteer positions are more diverse.
- The skills required for volunteer positions have become increasingly complex.



# True or False? Test Yourself.

**1. Four out of ten Manitobans over the age of 15 volunteer their services through an organization.**

**True.** At 37%, Manitoba has the second highest provincial rate of volunteer participation in Canada!\*

**2. The typical volunteer is a non-working, middle-class, middle-aged woman.**

**False.** Just over half of all volunteers in Manitoba are women, and the vast majority of these women are employed.

**3. Eighteen out of twenty-one Government Departments use volunteers.**

**True.** During 1988-1989 approximately 3,000 volunteers were directly involved in Provincial Government programs and services, donating over 150,000 hours to eighteen Government Departments. In addition, many volunteers donated service to Government indirectly through their membership in community organizations.

**4. As a volunteer in the Provincial Government you could be a tutor, a graphic illustrator, or an astronaut.**

**False.** If Manitoba had a space program, the sky would be the limit. At present, the other two positions are possible choices. The bulk of volunteers work with the Departments of Justice, Health, Family Services, Education and Training, and Natural Resources.



\* Statistics Canada. *Giving Freely: Volunteers in Canada, 1989*

**5. Volunteering is a “two-way street”.**

**True.** Both the sponsoring Department and the individual volunteer benefit. Not only do volunteers enhance the Government’s ability to serve Manitobans, they often represent Government programs to the community in a supportive way. Volunteers can acquire employment related skills and valid work experience while helping their community.

**6. Volunteers are free labour.**

**False.** Although volunteers are not paid, volunteer activities cost money. Costs may include staff time, office supplies, associated program expenses, and out-of-pocket reimbursement.

**7. With enough enthusiasm, volunteers can do anything.**

**False.** More than enthusiasm is needed for the effective involvement of volunteers in Government programs. Planning is the key. It is important to provide volunteers with worthwhile tasks, while safeguarding both volunteers and staff from the possible abuse of volunteer labour. A clear understanding of the different roles that staff and volunteers play is essential.

**8. There are no risks associated with involving volunteers in Government.**

**False.** Every situation has possible risks. As with all Government activities, situations may arise which could result in legal action, union grievances, physical injury, or damage to property. This Policy was developed in conjunction with Legal Services and Insurance and Risk Management to minimize such risks. Following the prescribed steps and procedures protects Government Departments from undue exposure to risk.

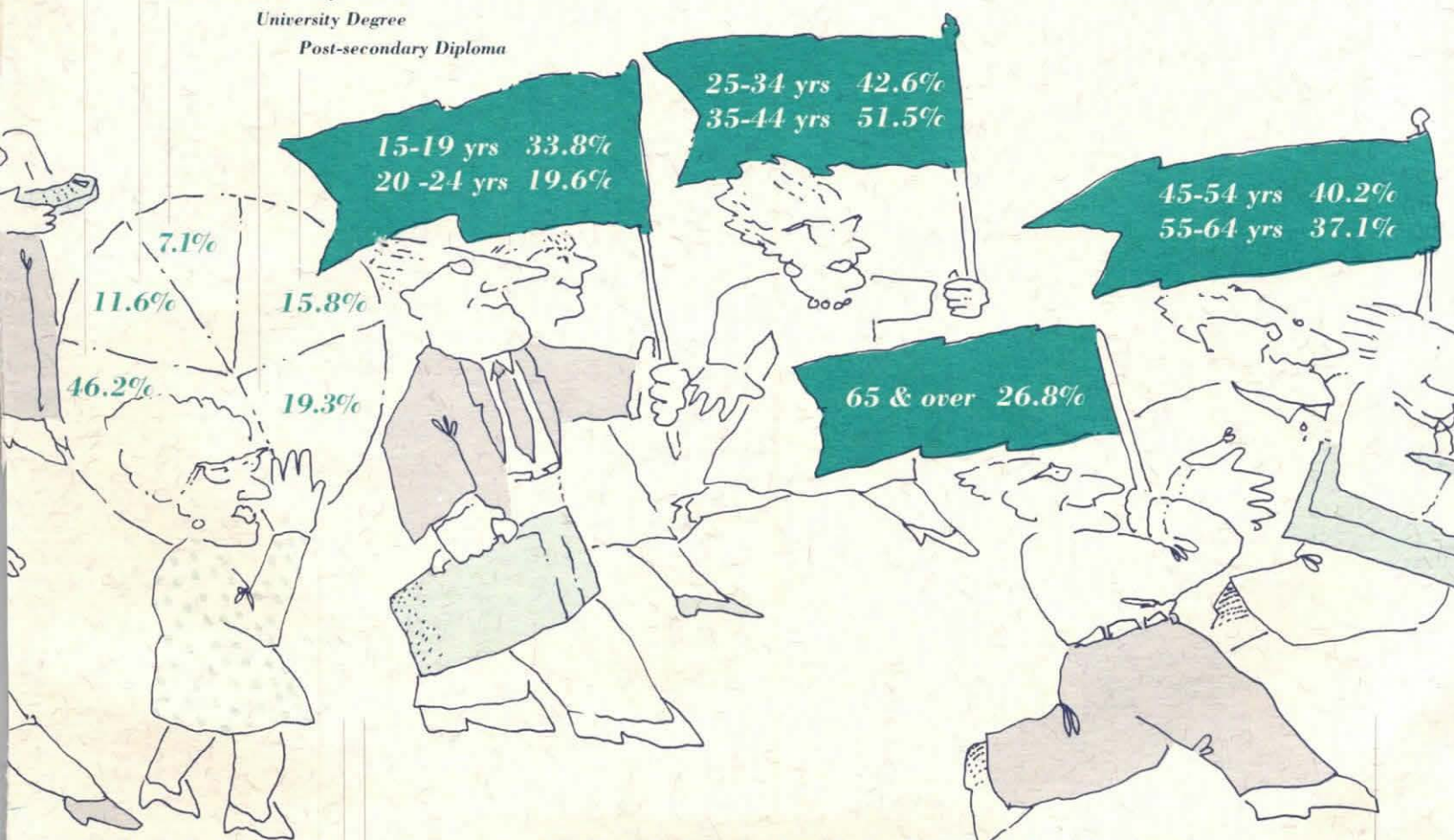
Some High School

Some Post-secondary

None or Elementary School

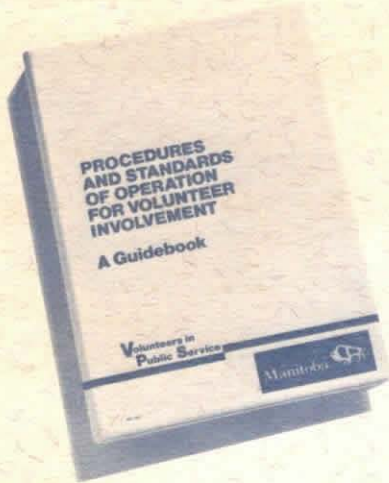
University Degree

Post-secondary Diploma



on Level of Manitoba Volunteers\*

The Manitoba Volunteer Rate by Age Based on Total Population\*



## *The Volunteers in Public Service Program (VIPS)*

The Volunteers in Public Service Program provides leadership and support for volunteerism in the Provincial Government.

The program:

- provides consultation services which promote, support, and educate staff to effectively involve and manage volunteers in their programs,
- coordinates activities or events that affect all volunteers in Government,
- establishes policies, procedures and standards of operation for volunteer involvement in Government services.

### *The Policy: Procedures and Standards of Operation for Volunteer Involvement*

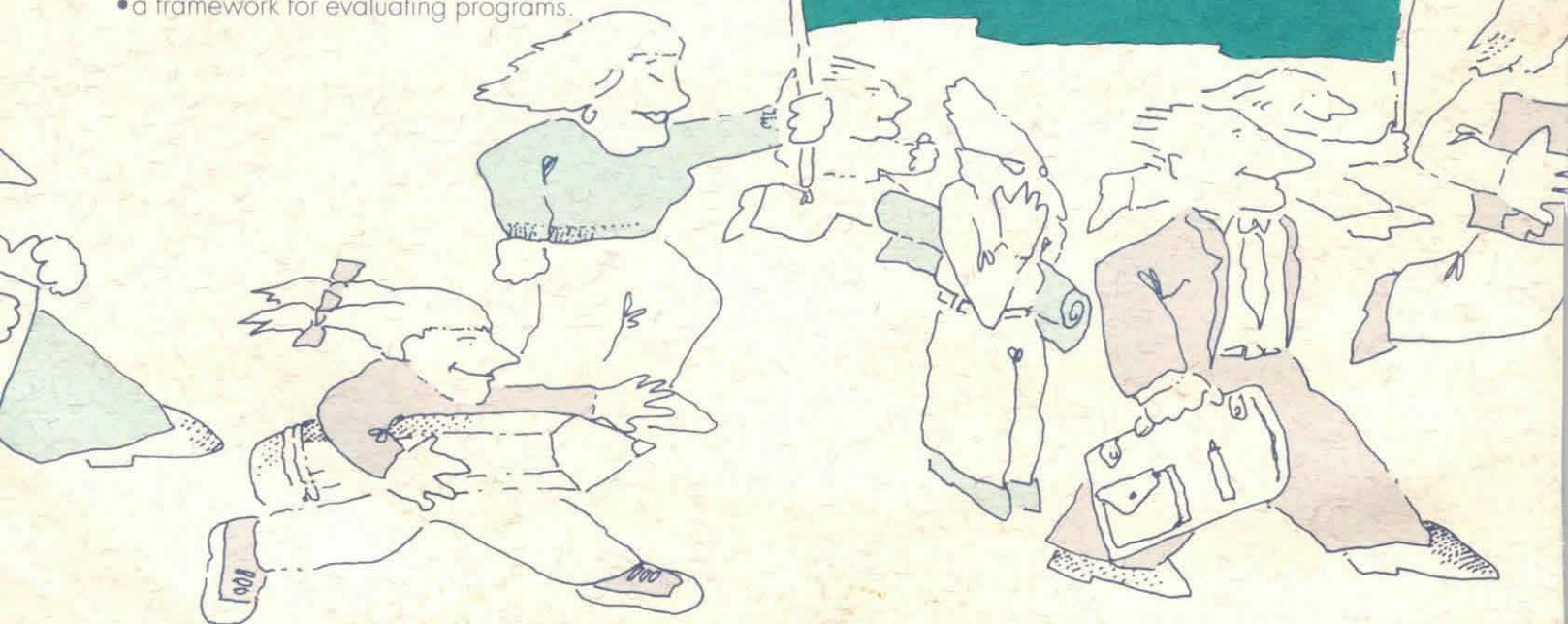
#### Contains

- minimum acceptable levels of operation for volunteer management,
  - a standardized system of operation for volunteer programs and standard forms,
  - information on insurance and safety benefits,
  - direction on issues that are frequently raised.
- 
- a basis for the consistent handling of volunteers throughout Government, making their contribution beneficial to all involved,
  - a means of minimizing exposure to risk,
  - a practical resource for managing volunteers,
  - a framework for evaluating programs.

Recycled Paper



Volunteers in Public Service  
Youth and Regional Services  
Manitoba Family Services  
114 Garry Street, Winnipeg, Manitoba  
R3C 1G1 Tel: (204) 945-5395



## *Volunteers in the Manitoba Government*

### **True or False? Test Yourself**

1. Four out of ten Manitobans over the age of 15 volunteer their services through an organization.

\_\_\_\_\_ True          \_\_\_\_\_ False

2. The typical volunteer is a non-working, middle-class, middle-aged woman.

\_\_\_\_\_ True          \_\_\_\_\_ False

3. Eighteen out of twenty-one Government Departments use volunteers.

\_\_\_\_\_ True          \_\_\_\_\_ False

4. As a volunteer in the provincial Government you could be a tutor, a graphic illustrator, or an astronaut.

\_\_\_\_\_ True          \_\_\_\_\_ False

5. Volunteering is a "two-way" street.

\_\_\_\_\_ True          \_\_\_\_\_ False

6. Volunteers are free labour.

\_\_\_\_\_ True          \_\_\_\_\_ False

7. With enough enthusiasm, volunteers can do anything.

\_\_\_\_\_ True          \_\_\_\_\_ False

8. There are no risks associated with involving volunteers in Government.

\_\_\_\_\_ True          \_\_\_\_\_ False