

VOLUNTEER SUPERVISION AND PERFORMANCE MANAGEMENT

Category: Volunteer Management
Application: All employees and volunteers
Responsible Office: Human Resources

Supervision

Let's Talk Science volunteers will be assigned at least one Volunteer Coordinator (may be a team of Volunteer Coordinators) who will be responsible for recruitment, screening, orientation, training, and managing the volunteer's responsibilities. It is the responsibility of the Volunteer Coordinator to ensure that each volunteer receives adequate training, has the resources he or she requires, and is provided guidance and support as it relates to their volunteer role. It is also the responsibility of the Volunteer Coordinator to provide recognition and feedback on the volunteer's performance. Let's Talk Science volunteers are expected to follow guidelines and policies that are provided by the Let's Talk Science National Office, as well as at a local level in the case of the Let's Talk Science Outreach program.

If a volunteer has a conflict with the Volunteer Coordinator, the volunteer can contact a member of the Let's Talk Science National Office. In the case of the Let's Talk Science Outreach program/ Programme de Sensibilisation Parlons sciences, this would be the Manager, Let's Talk Science Outreach, a member of the Senior Leadership Team or Human Resources. In the case of CurioCity/CurioCité, this would be the Coordinator, Online Engagement, a member of the Senior Leadership Team or Human Resources. In the case of a Let's Talk Science Committee, this would be a member of the Let's Talk Science Senior Leadership Team.

Performance Management

While no formal evaluation is required, Let's Talk Science has the right to regularly monitor and evaluate the performance of all volunteers while conducting Let's Talk Science business. Volunteers have the right to receive periodic constructive feedback on the performance of their assignments. Additional evaluation will take place depending on the position and program of the volunteer. Volunteer feedback will also be requested to evaluate their experiences and specific Let's Talk Science programs.

If a volunteer's behaviour is unacceptable or not conforming to Let's Talk Science policies and procedures, Let's Talk Science will follow a disciplinary procedure as outlined in the Volunteer Discipline & Termination policy.

Date Adopted: 09/01/2014	Last Modification Date: 04/01/2017	Last Reviewed Date: 04/01/2017
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