**The Salvation Army**

**Women’s Counselling Centre**

**POLICIES & PROCEDURES MANUAL**

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| Section: | Volunteers |
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| Date Created: | November 2009 |
| Date Reviewed: | July 2017 |
| Authority: | Director |

**Job Descriptions**

**Policy:**

It is the policy of the Women’s Counselling Centre that Volunteers will have job descriptions pertaining to the duties that they are performing.

**Procedure:**

During the orientation and training period, Volunteers will receive a copy of the job description that covers their position.

Volunteers will sign a copy of the Job Description and a copy of it will be kept in the Volunteer’s file.