

# FCSS Volunteer Program

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<b>Program</b>	<b>Town of Manning &amp; Country of Northern Lights Joint Disaster Social Services Reception Center</b>
<b>Program Description</b>	To open a Reception Center in preparations of evacuees
<b>Location</b>	To be determined
<b>Day/Time/Shift</b>	Volunteers will be scheduled as determined by Reception Center Manager
<b>Volunteer Qualifications</b>	<ul style="list-style-type: none"><li>• Must be physically and mentally capable of accomplishing the various responsibilities associated with this program.</li><li>• Must be friendly, organized, able to communicate,</li><li>• Must be able to provide a Criminal Record check for determination of acceptance.</li><li>• For instructional purpose, volunteers must be able to read, write and understand Basic English.</li><li>• Be a minimum of 18 years</li><li>• Must report any injuries/incidents to Reception Centre Manager</li></ul>
<b>Duties</b>	<ul style="list-style-type: none"><li>• Follow the Reception Centre manual</li><li>• Follow Reception Centre Manager instructions</li></ul>
<b>Staff Responsibilities</b>	To provide initial orientation & training. <ul style="list-style-type: none"><li>• To provide assistance to the volunteer as required.</li><li>• Ensure all Volunteer qualification criteria are met.</li><li>• Schedule volunteer as required by program</li><li>• Supervise volunteer(s), as necessary.</li></ul>
<b>Orientation &amp; Training</b>	Volunteer Resources orientation <ul style="list-style-type: none"><li>• DSS Reception Center description and training manual.</li></ul>

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Volunteer Driver (Printed Name)

Signature

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FCSS Director (Printed Name)

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Commencement Date

Revised Date