

**COUNTY OF ORANGE SOCIAL SERVICES AGENCY**

**ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL**

**Subject:** Guidelines for Volunteer Services

**Number:** D 34

**Approved:** Signature on File

**Date:** 10-29-13

**POLICY**

Social Services Agency (SSA) is fully committed to the utilization of community volunteers to assist with Agency programs in accordance with its goals and mission. Volunteers shall complement the activities and functions of paid staff. They shall not displace a paid worker or be placed as a volunteer in a job vacancy for which funding is available. SSA staff shall utilize volunteers, whenever appropriate, to enhance the delivery of quality services.

---