



Checklist for Volunteer Opportunity Managers/Assignment Supervisors

A Volunteer Opportunity Manager/Assignment Supervisor is an individual that is in a senior role linked to CFMWS or is designated by a member of CFMWS to act in accordance with CFMWS National Volunteer Policy.

Definition of Volunteer Opportunity Manager/Assignment Supervisor CFMWS National Volunteer Policy

1. Read and comply with the National Volunteer Policy.
2. Follow and make available the National Volunteer Policy for new volunteers to read.
3. Make yourself available for questions related to the Policy. If you are unable to answer the questions, questions should then be forwarded to the National Community Engagement Office at volunteer@cfmws.com
4. Provide training related to your volunteer opportunity.
5. Provide training related to national overview of CFMWS for the purpose of volunteer opportunities and volunteer community development/growth of membership.
6. Provide and make accessible all National Volunteer Policy materials, resources, links and updates to employees, volunteers and individuals within your community with questions related to your volunteer opportunities.
7. Provide Quarterly reports as listed as a compliance (mandatory) part of the NVP.

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