



WRHA Volunteer Services Responsibilities of Placement Supervisors

WRHA staff members designated as a “Placement Supervisor” provide training and supervisory support to encourage and guide WRHA volunteers in the proper fulfillment of their duties.

In partnership with WRHA Volunteer Services, Placement Supervisors ensure a meaningful and rewarding experience while volunteering with the WRHA.

The responsibilities of Placement Supervisors include:

- Participating in the job design process by providing Volunteer Services with detailed information about the required tasks and skills needed for the volunteer placement;
- Where appropriate, interviewing and screening prospective volunteers for the placement(s);
- Ensuring volunteers review and understand the volunteer activity description;
- Providing training to the specific duties of the placement as well as an orientation to the work site;
- Introducing the volunteer to staff, fellow volunteers and persons receiving health services as appropriate;
- Answering questions volunteers may have about their placement on a day to day basis;
- Providing guidance and supervision throughout the placement
- Scheduling volunteer shifts and communicating to Volunteer Services once the volunteer has completed the placement;
- Reminding volunteers to submit/post their hours of service to Volunteer Services;
- Completing volunteer’s performance feedback forms and performing exit interviews as required (forms provided by Volunteer Services) ;
- Assisting with annual evaluations of the placement, as well as evaluating WRHA Volunteer Services;
- Informally recognizing volunteers for their contribution to the program/service area.
- Notifying Volunteer Services when a volunteer resigns.

For more information contact:

Manager, Volunteer Services at 431-334-3852 or wrha_volunteer@wrha.mb.ca; Or visit Volunteer Services on [INSITE](https://professionals.wrha.mb.ca/volunteer-services/) at <https://professionals.wrha.mb.ca/volunteer-services/>