

September 17, 2008

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 08-05
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: ESTHER R. JOHNSON, Ed.D.
National Director
Office of Job Corps

SUBJECT: PRH Chapter 5, Section 5.2 (Personnel): Volunteers

1. Purpose. To inform the Job Corps community of new policy and requirements related to the use of volunteers by Job Corps centers.
2. Background. Program Instruction No. 07-25 (Speakers, Tutors, and Mentors Data/Information Collection) was issued to determine the use of volunteers on Job Corps centers. Responses to this Program Instruction documented that there are a large number of centers that utilize speakers, mentors, and tutors, regardless of their involvement in the STARS Initiative.

Volunteers are a welcome resource for helping raise students' achievement and complementing the work of instructors and staff. Job Corps will benefit greatly from developing well planned and active community links through participation by volunteers in the activities of centers. The role of volunteers in Job Corps provides enrichment of students' learning experiences, but should not encroach on or restrict professional staff duties.

To sustain a variety of activities within Job Corps, both curricular and extracurricular, it may be necessary to promote the participation of volunteers on centers in performing tasks under the direction and supervision of staff, while ensuring the safety and security of students, staff, and volunteers.

The deployment of any volunteer, whether for 1 day or for a longer period, is to be managed with care and, in particular, must take into account the needs of the students and staff to whom he or she is assigned.

3. Explanation of Changes. Changes to the Policy and Requirements Handbook (PRH), Chapter 5, Section 5.2 (Personnel) are as follows:

- a. *Added the following to Purpose:*
 - P3. To ensure the proper screening, training, and supervision of volunteers.

 - b. *Added the following to R3 (Personnel Policies):*
 - d. Develop and implement volunteer management policies to include volunteer screening, training, and supervision. At a minimum, plans should include: background checks for all volunteers in accordance with state laws, and plans to ensure volunteers are covered by the contractor's liability insurance while they are performing their assigned tasks.

 - c. *Added the words "or volunteers" to R5 (Staff Coverage), to read as follows:*

Center operators shall provide for coverage of staff absences for those positions with direct staff/student interaction. Use of students or volunteers for this purpose is prohibited. All substitutes shall be trained in safety procedures.

 - d. *Added the following to Quality Indicators:*
 - Q3. Volunteers are screened, trained, and supervised according to state laws and are appropriately utilized.
4. Action Required. Addressees are to ensure that this Change Notice is distributed to all appropriate staff.
5. Effective Date. September 17, 2008.
6. Inquiries. Inquiries should be directed to Elizabeth Destreza (202) 693-8008 or destreza.elizabeth@dol.gov.

Attachment

PRH Chapter 5