

VOLUNTEER POLICY

A 'volunteer' is anyone who without compensation or expectation of compensation performs a task at the direction of and on behalf of LEPRA Society.

Process of selection:

Candidates will be requested to submit an application form and CV.

The process of selecting the volunteers will be based on the information collected or received from the candidates CVs His/her interest which would meet those conditions, found on the list of skill gaps which needs to be filled; through the use of volunteers.

If this information is relevant they will be invited to an interview at LEPRA UK. If shortlisted, they will be assigned to a project according to their skills and the need in the field.

LEPRA Society will be provided with an induction and supervision pack before the programme begins. This will contain the relevant induction, supervision and exit forms to be filed by the project coordinator of the project the volunteer will visit. The pack will contain detailed instructions on how to fill the forms and their purpose.

There will be constant communication between the UK and India throughout the process, to ensure all the relevant people are kept informed and involved.

Similarly for Volunteer in India, can write to HR department, who intern will assess the requirement with concerned State Coordinator/HODs and take the approval of CE before placing.

Categories of Volunteers

1. Short term volunteers - 2 to 6 weeks

Short term Volunteers are those who have a specific purpose in mind, which may include short term studies/research as well as assistance in capacity building of the staff. Such volunteers can also contribute in developing project proposals or documentation.

2. Medium term volunteers - 6 weeks to 3 months

Medium term Volunteers could be Final year students of Public Health/Physiotherapy/Medicine/Social Communication/Documentation or allied disciplines who would like to apply knowledge and skills in a different and challenging environment. Such volunteers may contribute in research, documentation, field coordination, management support etc.

3. Long term volunteers - 1 to 3 years

Long Term Volunteers are generally experienced professionals who may contribute in developing training manuals, policy framing, HR review, Proposal development, fund raising, long term research, programmatic support etc.

Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer.

