

Chapter: Volunteer Management	Effective Date: 9/17/26
Title: Assigning Volunteers	Page: 1 of 1
ACA: 5-JCF-7G-13	Replaces: VLS.01.15, 10/7/08

(a) **Standard.**

Community relations coordinators assign volunteers to work with individual youth, with groups of youth, or with Texas Juvenile Justice Department (TJJD) staff members. Volunteers perform professional services only when certified or licensed to do so. No volunteer assignment shall eliminate the requirement for TJJD employee supervision of youth, or in any way change the supervision ratio of staff to youth determined by policy.

(b) **Procedures.**

(1) **Individual Assignments.**

(A) The **community relations coordinator**:

- (i) ensures the appropriate confidentiality agreements are signed in accordance with [VLS.01.09](#);
- (ii) obtains a [Volunteer Services Youth Referral form, VLS-113](#), from TJJD staff members;
- (iii) writes a [Volunteer Service Job Description/Contract, VLS-015](#), based on the referral form, and then carefully matches a suitable volunteer to the job description;
- (iv) obtains a copy of the volunteer's professional license or certificate if needed;
- (v) discusses the job assignment with the volunteer and has the volunteer sign the VLS-015.

(B) If the volunteer agrees to the assignment, the **community relations coordinator**:

- (i) files the original VLS-015 in the volunteer's personnel record, and gives a copy to the volunteer;
- (ii) schedules the volunteer to meet with the youth and the staff member who will monitor the assignment; and
- (iii) if the volunteer is assigned to work with an individual youth, completes the [Volunteer/Youth Assignment form, VLS-117](#), files the original in volunteer's personnel record, and sends a copy to the youth's caseworker or parole officer.

(2) **Other Assignments.**

The **community relations coordinator**:

- (A) works with facility staff to provide other assignments for volunteers with special interests or talents in administrative, technical, vocational, artistic, or cultural areas; and
 - (B) arranges special activities in cooperation with recreation staff for youth such as holiday or sports activities, as requested by the facility administrator.
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