

Posting Policy for Subscribers

Last Updated: April 2022

Purpose

This policy ensures all non-profit organizations that access Volunteer Toronto services and products understand their responsibilities when posting volunteer roles on VolunteerToronto.ca. It ensures the safety and quality of roles and is key to adhering to Volunteer Toronto's Anti-Oppression Policy.

Policy Statement

Volunteer Toronto is committed to protecting the safety of volunteers by ensuring roles posted on VolunteerToronto.ca do not enable violence, harassment, or discrimination.

This policy outlines minimum requirements organizations agree to follow when posting roles in order to uphold ethical and equitable engagement of volunteers.

Subscriber Commitment

Non-profit Subscribers commit to the below requirements when posting volunteer roles:

1. Only volunteer positions can be posted on VolunteerToronto.ca. This does not include:
 - Paid positions
 - (Paid or unpaid) internships or co-op placements
 - Full-time positions or those which replace the work of paid staff
 - Donation or funding appeals
 - Program participant opportunities
2. Postings must mention:
 - The name of the subscriber organization
 - The location where volunteering will take place (unless stated as virtual)
 - A clear description of the position's responsibilities
 - Clear instructions on how to apply
 - COVID-19-specific health and safety procedures (unless virtual)
3. In-person volunteer positions must take place within (a reasonable commuting distance of) the City of Toronto.
4. Both the Ontario Human Rights Code (OHRC) and Volunteer Toronto's Anti-Oppression Policy must be adhered to in all postings. Postings must articulate a justification for bona fide requirements related to protected grounds under the OHRC (e.g., citizenship, age, creed, race, gender identity and gender expression, sexual orientation, record of offences etc.).

5. Positions which require that applicants contribute the following in order to volunteer may not be posted:
 - Membership fees
 - Donations
 - Training fees (unless specific reasoning is provided)
6. Subscriber organizations cannot post positions on behalf of other organizations.
7. Postings for which a subscriber is no longer accepting applicants must be deactivated.

If any of the above-listed conditions are contravened, Volunteer Toronto reserves the right to deactivate or withhold approval of any volunteer role posting until it is brought into compliance. Volunteer Toronto also reserves the right to edit postings, if required.

Termination of Services

If a subscriber contravenes this policy more than three times, Volunteer Toronto reserves the right to revoke its subscription.