

Voluntary Work

A person interested in doing voluntary work in a non-academic area at Bethlehem University should fill out the Volunteer Identification Form found on the Intranet under the Office of Human Resources and submit the completed form to the Office of Human Resources. A University unit wishing to have a volunteer should also refer the volunteer to the Office of Human Resources to fill out the form. A CV and a copy of the ID and other credentials should be attached to the Volunteer Identification Form. The Administrative Assistant, in consultation with the Director of the Office of Human Resources, will check with the appropriate department/office to see if they are willing to accommodate the volunteer, and if so, to provide a job description to the Office of Human Resources and to the potential volunteer. Whether the answer is positive or negative, the Administrative Assistant will respond to the volunteer applicant in writing. At the end of the term of service and upon the volunteer's request, the Office of the Vice president of Human Resources and Administrative Affairs will issue a letter of voluntary service. The volunteer may also request a letter of recommendation from the immediate or higher supervisor. Having worked as a volunteer at Bethlehem University does not entitle the person automatically to a regular job. However, the volunteer has the right to apply to a job vacancy and go through the procedure like any other applicant. A volunteer may, at the discretion of the immediate supervisor, be granted a university ID and email account.