**Selection Procedure**

**Goal**: match right volunteer for the right role in organization

1. Conduct background check (& reference check if applicable)

\_\_\_ Send Cover Letter & Background Check Form

1. Review application with another team member
2. Interview potential volunteers:

\_\_\_ Description and purpose of the position

\_\_\_ Benefits of serving in this role—to the individual and to the organization

\_\_\_ Responsibilities and expectations

\_\_\_ Needed skills and knowledge

\_\_\_ Time commitment

\_\_\_ Available support and resources

\_\_\_ Inquire about: interests, strengths, past volunteer experiences, motivations, and expectations

Example Interview Questions

* Can you tell us a little bit about yourself?
* Will you tell us about one of the best volunteer experiences you’ve had and what made it great?
* Tell us about one of your worst volunteer experiences and what made it bad?
* What questions do you have for us about our programs?

Inappropriate question topics include those of a personal nature:

* (Religion, political affiliation, race/ethnicity, citizenship, sexual orientation)

1. Acceptance

\_\_\_ Send Commitment Letter (see additional attachment)

1. Training

\_\_\_ Orientation (see additional attachment for example agenda)

\_\_\_ Assist volunteer with registering for specific program

1. After Training

\_\_\_ Contact volunteer to schedule a class to facilitate

\_\_\_ Set up meeting between organization contact and the facilitator(s)

\_\_\_ Go over location or virtual platform

(in-person) Advise them to check out room prior to the start of the class

(virtual) Advise them to practice navigating the platform

\_\_\_ Pick up materials for specific class

\_\_\_ Go over volunteer duties for the specific class

* Bring supplies
* Arrive prior to start of class to set up room (in-person)
* Make sure everyone signed in
* Distribute necessary materials for the day’s class
* Facilitate class
* Stay after class to answer any questions
* Take down room and put supplies in designated area (in-person)
* Notify location contact when done with room (in-person) (Make sure you do the same for future sessions)

\_\_\_ Return unused materials to the location volunteer picked them up at

\_\_\_ Return forms to [Name of program provider contact] from specific class