

# ARROWSMITH COMMUNITY JUSTICE SOCIETY

## Volunteer Recruitment & Selection



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Adopted: 14 Oct 2014  
Revised 11 Jan 2018

### **GUIDING PRINCIPLES:**

1. The Arrowsmith Community Justice Society (ACJS) believes that a volunteer group with a core set of skills and background enables the organization to maintain high standards in the volunteer work.
2. The ACJS believes that the recruitment and selection process must model the values and beliefs of the ACJS and that volunteer candidates must also be willing to model those values and beliefs in their volunteer work.
3. The ACJS recognizes the value of diversity in volunteer skills and background.

### **OBJECTIVES:**

1. The intent of this policy is to confirm the importance of the recruitment and selection process for volunteers and to ensure that all volunteers are a good fit for the organization.

### **PROCEDURES:**

1. A volunteer Recruitment and Selection Committee shall be mandated as a standing committee of the ACJS. The Program Coordinator shall be a member of this committee. This committee shall work to define and document the core set of skills for each volunteer position and to ensure that a standard selection process is followed for all candidates. This standard process includes a set of interview questions that can be used to explore candidate's suitability for the position.
2. All potential candidates will be referred to the Program Coordinator for initial follow-up, regardless of how that named is obtained. Initial follow-up will include the following elements:
  - a. an overview of the community conference process, and the values, practices, policies and procedures of ACJS
  - b. a brief exploration of reasons why the candidate would like to volunteer
  - c. a date/time for a meeting to explore further

The Program Coordinator notifies the Recruitment & Selection Committee that a suitable potential candidate has been identified.

3. The Program Coordinator gives the candidate a package prior to the meeting with a recruiter, which includes the following material:
  - a. documentation regarding both the program and the skills required for the volunteer positions
  - b. an application form which includes background information, references and a request for written answers to a few questions

4. Recruiter(s) will meet with the candidate, in a location with video capability, to explore further. During this meeting, the recruiter(s) will do the following:
  - a. Answer questions regarding both the program and the skills required for the volunteer positions.
  - b. Show the training DVD of a model conference.
  - c. Explore the skills and background of the candidate using the standard “interview” questions.
  - d. Briefly review the candidate’s application form for clarification.
  - e. Describe the next steps in the process.

If the candidate does not wish to go further at this point, then the recruiter notifies the Program Coordinator that no further action is required. *Note:* Candidates may need some time after the meeting to reflect on whether this is a fit or not.

5. If the recruiter feels the candidate is a good fit for the program, then the recruiter will follow up with references provided on the application form and document responses on the reference check form.

If the recruiter feels the candidate is not a fit for the program (either before or after reference checks), the recruiter will advise the Program Coordinator and the Recruitment and Selection Chair stating the reasons. If the Program Coordinator and the Recruitment and Selection Chair concur, the Program Coordinator will notify the candidate and file the application.

6. If reference checks are successful and the recruiter still feels the candidate is a good fit, the candidate is notified that their application form will be forwarded to the Program Coordinator for a police check.
7. The Program Coordinator processes the required\*\* police check and notifies the Training Committee of the new volunteer when the police check is completed successfully. The Training Committee will determine the appropriate training plan for the new volunteer, based on timing of the application. The training may include an observer role on a few cases before the first formal training commences.  
(\*Mentors require “Vulnerable Sector” check)

The Program Coordinator notifies the new volunteer of successful completion of the application process of the intended training plan.

If the police check identifies issues, then the Program Coordinator will consult with the Recruitment Committee Chair and notify the candidate that their application has not been accepted, stating reasons.