

# ARROWSMITH COMMUNITY JUSTICE SOCIETY

## Volunteer Recruitment & Selection

### Volunteer Package



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Adopted: 14 Oct 2014

#### **PURPOSE OF THE VOLUNTEER PACKAGE:**

Each prospective volunteer is to be given a package which will assist them in making their decision about joining the Arrowsmith Community Justice Society and training as a conference team member. This information package will include the following:

#### **INCLUDE IN PACKAGE:**

1. Cover Letter (see below)
2. Copy of the brochure
3. ACJS Mission, Vision and Core Values as we refer to the values of the organization in the selection process (P&P 1)
4. Volunteer application form to be completed
5. Police Records Check to be completed
6. Copy of the Code of Ethics Document (P&P 8.1)
7. Copy of the Contract of Confidentiality (Form V-02)
8. A copy of ACJS history

#### **ATTACHMENTS**

Cover Letter



## Arrowsmith Community Justice Society

727 West Island Highway  
Parksville, BC., V9P 1B9  
250-954-2968

Date

Name

Address

City, province

Dear \_\_\_\_\_;

Thank you for expressing an interest in the Arrowsmith Community Justice Society and a desire to become a facilitator with the restorative justice process. This package includes background on the Society and information about the restorative justice process and its accomplishments. Some aspects that we are seeking in a facilitator are the abilities to:

1. Work cooperatively as a member of a team
2. Act consistently within the organization values & guidelines
3. Probe clients and co-workers deeply to reach underlying needs
4. Understand people with different backgrounds and views
5. Explain concepts & procedures clearly both verbally and in writing
6. Constructively handle strong emotions and resolve conflicts with clients/co-workers
7. Critically analyze options and their effects

Some of these aspects can be expanded upon during the training and interview process. As you move thru the application process you will have a criminal records check completed; references checked and an interview with two members of the selection committee. They will ask three questions that will expand on the key components of problem solving, communication, motivational skills, organizational skills and inter-personal skills. Attached are the questions. ***We ask that you choose two that you feel comfortable with.*** The interviewer will choose the third.

Yours truly,

\_\_\_\_\_  
Name

ACJS Program Coordinator

## **EXAMPLE INTERVIEW QUESTIONS:**

### **Question #1 - Motivation**

*A foundation value and expected behaviour of the Arrowsmith Community Justice Society (ACJS) is based on the respect of others.*

QUESTION: Please tell us about a life/career choice of decision that you made based on values or ethics.

### **Question #2 – Building Trust**

*Facilitators in Restorative Justice need to be sensitive to the interpersonal anxieties of others. It is important to be able to put others at ease.*

QUESTION: Please share with us a time when your people skills enabled you to get others (individual or group) to tell you something they'd rather not tell you.

### **Question #3 – Decision Making**

*The Facilitator may be called upon to provide key advice and encourage clients to make important decisions.*

QUESTION: Tell us about a coaching or encouragement you provided that was key to a friend, colleague, family member, or client that significantly assisted in a decision that they made which had a positive impact.

### **Question #4 – Patience and Tolerance**

*Restorative Justice Circles are non-judgemental and ensure that each participant treats the others with respect.*

QUESTION: Please tell us about a time when you had to deal with a person or a group who could only see their side of the agenda.

### **Question #5 – Communication**

*Communicating effectively in writing is important for our facilitators, especially when it comes to writing Resolution Agreements. Agreed upon outcomes, critical steps and completion dates are some of the details that must be included.*

QUESTION: Please tell us about something you wrote of which you were most satisfied.

### **Question #6 – Active Listening Skills**

*One of the most critical skills a facilitator can have and use is the ability to actively listen to understand the point that someone is trying to make.*

QUESTION: Please share with us a time that your active listening helped you realize that the issue in question was not what you originally thought and it caused you to change your mind.

### **Question #7 – Positive Focus / Team Skills**

*At Arrowsmith Community Justice Society we active discourage griping and complaining about either groups or individuals behind their backs.*

QUESTION: Please recall your best example of a time when you were strongly tempted to complain about someone, but you did something more constructive instead.

**Question #8 – Conflict Resolution / Team Skills**

*Constructive working relationships with friends, colleagues and clients make everybody's job easier.*

QUESTION: Tell us about a relationship that started out rocky but ended up effective.

**Question #9 – Communication / Understanding Others**

*In dealing with clients and their support persons (usually other family members) effective facilitators pick up a sense of the group in terms of intentions, needs, and what they value. This ability allows the facilitator to predict a future behaviour (i.e. the likelihood of a Resolution Agreement).*

QUESTION: Please share your experience in successfully predicting and assisting a group to achieve a desired objective.

**Question #10 – Communication**

*Our facilitators deal with a variety of people every day including clients and the RCMP.*

QUESTION: Please tell us a situation in which you could not resolve the unhappy client's/customer's demand but you successfully dealt with that person.

**Question #11 – Communication**

*A facilitator needs to communicate effectively to small groups – usually family groups of offenders and victims. Frequently our clients are not familiar with Restorative Justice and the facilitator is often their only source of information about the process.*

QUESTION: Please describe the most successful presentation you have ever given to a small group.

**Question #12 – Motivational**

*Results are the basic measure of effectiveness.*

QUESTION: Please tell us about a time when your commitment to getting the job done allowed you to exceed a client's, customers or employer's expectation.

**Question #13 – Interpersonal Challenge**

*Feedback is a productive part of growth and confidence.*

QUESTION: Please tell us about a time when you received feedback and it caused you to rethink and change the way you were doing something.