



# ARROWSMITH COMMUNITY JUSTICE SOCIETY

## Volunteer Recruitment & Selection

### Volunteer Package - Facilitator & Support

---

Adopted: 14 Oct 2014  
Reviewed 20 Aug 2021

#### **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