

Sample Volunteer Screening Policy

Purpose: As an organization, we must strive to protect our stakeholders from injury caused by our volunteers. This policy outlines processes for screening volunteers to avoid negligent selection of volunteers.

Responsibility: Volunteer Coordinators, Human Resources

Procedures:

1. All applicants shall fill out an application provided by Human Resources.
2. A Volunteer Coordinator will review applications received from potential volunteers. All Volunteer Coordinators shall be trained to screen volunteers through up-to-date Volunteer Canada courses.
3. Applications of qualified applicants shall be entered into the password-protected electronic volunteer database. Resumes of unqualified applicants shall be discarded.
4. Once a volunteer position becomes available, the Volunteer Coordinator shall select a maximum of five of the most qualified applicants for each available position to interview. During the interview, the Volunteer Coordinator conducting the interview shall determine the applicants' suitability for the position(s) available, as well as disclose the following information:
 - a. The risks involved with the position(s) being applied for
 - b. The requirement for a police record check (dependent on the screening requirements of the position(s) being applied for)
 - c. Orientation, training, supervision and evaluation requirements
5. All information obtained during the interview shall be entered into the applicant's electronic file in the password-protected electronic database and shall be used solely for the purpose of making a selection decision. Applicants may request to have their information removed at any time.
6. In selecting volunteers, Volunteer Coordinators shall not make selections based on race, creed, colour, place of origin, nationality, sex or age.
7. The Volunteer Coordinator shall obtain police record reports from all applicants vying for a position that involves working with children or working without supervision.
 - a. If an applicant has committed an offense in any way related to sex, physical violence, maliciousness or other offenses as the Volunteer Coordinator sees fit, that applicant will not be considered for selection.
 - b. If an applicant has committed any other offense, time that has passed, attempts at rehabilitation, likelihood to re-offend and other individual circumstances will be considered in the selection process.
8. The Volunteer Coordinator shall contact all references provided by applicants, document conversations and use the references as a strong consideration in making a selection decision.
9. Successful applicants shall be notified by phone by a Volunteer Coordinator.
10. Volunteers are required to read, sign and follow all organizational policies.
11. All volunteers shall be on probation for a period of three months and receive evaluations every three months to review their performance. Any significant deviations from policies or unnecessary risky behavior shall be grounds for dismissal.