4.2 Volunteer Recruitment Procedure

**Procedure**

All applicants will follow the same recruitment procedures for any volunteer position with <Insert Organisation Name>.

<Insert Organisation Name> will plan for volunteer recruitment for all positions and document all planning in a volunteer recruitment plan. All documentation will be stored on the shared drive.

**Position Description and Selection Criteria**

Once a suitable volunteer position is identified a position description and associated selection criteria must be prepared for approval by the <Insert Position> prior to advertisement, in accordance with the Position Description Development and Review Policy and Procedure. The selection criteria must be fair and based on the skills and experience required for performance in the position.

**Recruitment Strategies**

There are a number of ways <Insert Organisation Name> can actively recruit volunteers, including:

* Volunteers with specific skills and/or knowledge may be approached by the <Insert Position> or designated staff;
* A volunteer position may be advertised with approval from the <Insert Position>;
* Unsolicited approaches from potential volunteers to <Insert Organisation Name>.

**Contact Person**

The <Insert Position> or designated staff will be the contact person and has the responsibility to advise potential applicants about the position. The contact person will distribute to each individual within 3 working days an information pack containing a position description and selection criteria, general information about <Insert Organisation Name>, a police check application form, a Working with Children Check application form as appropriate, and other information deemed appropriate by the <Insert Position>.

**Application processes**

1. **Where <Insert Organisation Name> has a volunteer position,** general enquiries will be forwarded to the contact person, who is to contact the individual within 2 working days.
2. **Where <Insert Organisation Name> has no volunteer positions,** general enquiries will be referred to the contact person for follow-up.
3. **Applications for advertised positions** will be forwarded to the contact person.

<Insert Organisation Name> will acknowledge receipt of applications and will advise the individual of further processes including timeframes. Volunteer applications will be stored in accordance with the Documentation and Records and Volunteer Confidentiality and Privacy Policies and Procedures. Volunteers will then be screened and selected in accordance with the Volunteer Screening and Selection Policies and Procedures.

**Application**

This procedure affects all volunteers and staff; its application lies with the <Insert Position> and supervising staff.

**Standards**

1.1-1.4, 2.1-2.3, 3.2, 3.3, 4.1-4.3, 8.1

**Related Policies and Procedures**

* Volunteer Recruitment Policy
* Position Description Development and Review Policy and Procedure
* Documentation and Records Policy and Procedures
* Volunteer Confidentiality and Privacy Policy and Procedure
* Volunteer Screening Policy and Procedure
* Volunteer Selection Policy and Procedure
* <Insert Organisation Name> Staff Selection Policy and Procedure

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| Approved | CEO | Signature |  |
| Review | Annual | Next Review Date |  |