

## **VOLUNTEER SCREENING POLICY**

### **PURPOSE**

The purpose of the volunteer screening policy is to ensure volunteers at Parya Trillium Foundation (“Parya”) have a safe and meaningful volunteer engagement.

### **SCOPE**

Volunteers

### **SCREENING STEPS**

Screening involves much more than police record checks. While police record checks is one step, screening is a comprehensive process that begins long before a volunteer is selected and continues beyond his or her involvement with the organization.

Screening practices begin when an organization creates a new position. Screening is used to select volunteers for specific roles, and it should continue as long as a volunteer is involved with the organization.

These steps will lead to a meaningful volunteer experience, which is beneficial to the volunteer and to the organization.

1. Needs Assessment
2. Position – Assignment
3. Recruitment
4. Application
5. Interview
6. References
7. Police Checks
8. Orientation and Training; Parya General HR Guideline, Volunteer Manual and Outreach Manual
9. Support and Supervision
10. Follow-up and Feedback

### **RESPONSIBILITY**

Manager, volunteer supervisor.