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| Insert Club/Event Name | Approval Date:  |  |
| Review Date: |  |
| Version No: |  |
| **President:** | Sign: | Name |
| **Vice-President:** | Sign: | Name |

**PURPOSE**

Recruitment is vital in maintaining and building a strong volunteer workforce across the three volunteer streams. For recruitment to work effectively, it needs to be targeted, just like any job. Volunteers will feel valued and value their role, knowing that they have been specifically and professionally recruited for.

**POLICY**

The Club and/or event is committed to a transparent recruitment process in order to recruit the right volunteers for the right role.

Volunteers are to be recruited from a variety of sources and the recruitment process should be free of discrimination.

It is an offence to limit a person’s opportunity to participate in or join a public club on the basis of gender, ethnicity, sexual preference, religious beliefs, disability, age etc… with some exceptions for sport and clubs. To treat a person unfairly because of a personal characteristic, beliefs or association is termed as discrimination. Discrimination can also take the form of setting an unreasonable requirement that some people cannot achieve because of personal characteristics. Similarly, everyone has the right to participate in the club free of harassment of any kind. The law says sexual harassment is any unwelcome behaviour of a sexual kind that a reasonable person would foresee could upset, embarrass or intimidate another person.

For more information, visit: [Victorian Equal Opportunities and Human Rights Commission](http://www.humanrightscommission.vic.gov.au/)  [Victorian Equal Opportunities and Human Rights Commission](http://www.humanrightscommission.vic.gov.au/)

Interviewing and screening is one of the most important steps the Club and/or event must take to ensure a safe, enjoyable environment as well as protecting children and young people from harm.

Clubs and/or events must implement a thorough screening process to ensure that they:

* Create and maintain a safe environment at your club.
* Identify skills, experience and qualifications to match the applicant to the role.
* Provide an opportunity to learn more about the applicant’s interest and suitability.

**PROCEDURE**

**Recruitment**There are many ways you can recruit volunteers and from many places. Don’t rely on one or two recruitment ideas, try different ones and see which ones work the best.

When recruiting:

* Contact local volunteer centres, local media, post notices at your club, use word of mouth referrals from existing volunteers.
* Clearly state the role you are recruiting for
* Provide copies of the Position Description
* Clearly state (where relevant) how many volunteers you are recruiting for
* Explain how people can apply and state a close of date (if relevant)
* Provide an Application Form for potential volunteers to complete which collects basic information, eg name, address, contact number, referees etc.
* Your Application Form should include a section where potential applicants provide referee contact details. Follow up with referees, particularly for positions where your volunteer will be involved in finances. Maintain a record that referees were contacted following the interview process and record those details on the Volunteer Data Sheet.
* Store Application Forms in a safe and secure location.

**Interviewing**
All potential volunteers should be interviewed to assess their motivation, intention and suitability.

* Develop of list of questions so that each interview has a consistent format.
* Where possible, volunteers should be interviewed by two existing members/volunteers.
* Interviewees should introduce themselves and explain their role at the start of the interview.
* Volunteers should be provided with a copy of the Position Description prior to the interview.
* The interview should be held in a public area (such as at the club house or a local cafe) or if not possible, then over the phone.
* Questions should only relate to the role the volunteer has applied for and their capacity to fulfil it.
* The volunteer should be provided with an opportunity to ask questions.
* The volunteer should be informed about the next step of the recruitment process, at the end of the interview.
* Notes from the interview should only relate to the volunteer’s capacity for the role they have applied for.
* Notes from the interview should be made and kept on file in a safe and secure location

 **Screening**Once the volunteer has been interviewed and confirmed as suitable for the role, they should undertake the following screening steps:

* Referee checks
* Working with Children Check (where required)
* Police Check (where required)

*Adapted from:* [*www.clubhelp.org.au*](http://www.clubhelp.org.au)