



REGIONAL PARK AND OPEN SPACE DISTRICT

Policy and Procedure Manual



Policy 4.7

Volunteer Interest, Recruitment, and Screening

I. POLICY

It shall be the policy of the District to provide equal volunteer opportunities for potential applicants and follow recruitment, screening, and selection practices that comply with all applicable laws and County Human Resources policies and procedures.

II. PURPOSE

The District seeks to attract the best-qualified applicants who support the mission, vision, and values of the District.

III. PROCEDURE

A. Interest

1. Receiving Interest: Interest may come from a variety of sources, including the internet, phone, or word-of-mouth.
 - a. Internet: This is the primary method the District uses to capture volunteer interest. Individuals may download and submit an application via the District's website.
 - b. Phone: Individuals will be referred to the website. Anyone collecting interest via phone should collect the individual's name, phone number, and email address and submit to designated District staff who will send an introductory email to the individual along with a link to the online application.
 - c. Word-of-Mouth: During events or the day-to-day operation of sites, individuals may express interest to serve with the District. The District representative should refer the individual to the website and collect their name, phone number, and email address, then submit this information to designated District staff who will send an introductory email to the individual along with a link to the online application.

B. Recruitment

1. Initializing a Recruitment



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- a. The District site or program identifies an open volunteer position and may choose to use an existing position description or work with designated District staff to develop a position description along with obtaining approval from site/program manager.
 - b. Designated District staff, in coordination with requesting site/program, will develop internal and external recruitment advertisements and post the opportunity to public websites, forums, and community contacts.
 - c. Designated District staff will develop initial screening criteria prior to posting of the recruitment. Site/program supervisor will develop interview questions for review and approval by the designee prior to receiving a list of qualified applicants for interview.
- C. Screening & Selection
1. Developing a Site/Program Interview List
 - a. Screening Applications: Designated District staff will screen applications. Applicants who meet basic qualifications will be contacted for an initial interest screening. This screening will enable designee to gain a better understanding of the applicant's skills, interests, and availability. If the applicant seems to be a potential fit for an open recruitment, they are invited to participate in an interview with the site/program supervisor. Designated District staff will develop and submit to the site/program supervisor a certified list of qualified applicants along with copies of the candidate's volunteer application.
 - b. If the volunteer applicant is interested and qualified for a position not currently in open recruitment, designated District staff will accept the application and will do one of the following:
 - (1) Coordinate with site/program supervisor to interview the potential volunteer.
 - (2) Develop a waiting list for next volunteer opening (camp host and caretaker positions).
 - (3) Reject interest until the position is available for recruitment



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(all positions with the exception of camp host and caretaker positions.)

2. Site/Program Interview & Selection Process

- a. Site/program supervisor will schedule and interview all applicants from certified interview list in a timely manner and document responses of pre-planned interview questions.
- b. Once interviews are completed and selection is identified, the site/program will submit all interview documentation to designated District staff.
- c. Designated District staff will contact the applicant to make an offer of volunteer service contingent upon completion of background check and District volunteer enrollment documentation.
- d. Designated District staff will contact remaining applicants via letter indicating their rejection for specific position and offer information on other volunteer opportunities.
- e. Designated District staff will coordinate the scheduling of a DOJ background check, set appointment for volunteer enrollment documentation meeting, and schedule volunteer for a District orientation.
- f. Designated District staff will notify site supervisor when the candidate is completely cleared and will obtain site start date.

D. Waitlist

1. Establishing and Maintaining a Waitlist

- a. Waitlists by site/position shall be created when applications/interest is received for caretaker and camp host positions not currently open for recruitment.
- b. Waitlists shall be maintained with the applicant's contact information and names will remain on the list for one year.
- c. If the position opens for recruitment, applicants will be contacted to engage in the Site/Program Interview and Selection Process.
- d. Candidates will be considered in the order they appear on the list,



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which shall be maintained by application date.

- e. Candidates on the waitlist must respond with their interest in the open position within five (5) working days or they will be removed from the waitlist.

RivCo Parks Policy 4.7

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