

<b>1.7.7</b>	<b>VOLUNTEER RECRUITMENT POLICY</b>
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<b>Applies to:</b> Board Members, All Staff and Volunteers
<b>Specific responsibility:</b> CEO

<b>Version:</b> 1
<b>Date approved:</b>
<b>Next review date:</b>

<b>Policy context:</b> This policy relates to	
Standards or other external requirements	Tasmanian Quality and Safety Standards, National Standards for Volunteer Involvement.
Legislation or other requirements	
Contractual obligations	

## POLICY STATEMENT

- **Purpose**  
Meals on Wheels ensures a non-discriminatory and standardised approach to the recruitment of volunteers.
- **Background**  
Meals on Wheels recognises the crucial role volunteers can play in supporting paid staff to achieve the Association's goals and in undertaking specific projects. To have the appropriate volunteers to achieve these ends requires a fair, inclusive and rigorous approach to recruitment.
- **Policy**  
Recruitment will only be carried out for a clearly defined volunteer role with a written job description and associated selection criteria as outlined in the Position Description Development and Review Policy and Procedure. All volunteer positions and activities are fully supported by the Volunteer Management Manual in accordance with the Volunteer Management Policy.

Volunteer recruitment will be planned and documented, and will follow standardised procedures to ensure a fair, inclusive and transparent approach in line with Meals on Wheels' best practice framework and relevant legislation outlined in the General Volunteer Policy. Information collected will only be for the purposes of recruitment and will be stored in accordance with the Volunteer and Staff Confidentiality and Privacy

and Documentation and Records Policies and Procedures. The CEO is responsible for ensuring best practice volunteer recruitment including resources and may designate responsibilities to supervising staff.

Meals on Wheels complies with non-discriminatory principles and promotes diversity in its recruitment process.

## **PROCEDURE**

All applicants will follow the same recruitment procedures for any volunteer position with Meals on Wheels.

Meals on Wheels 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 CEO and 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 Meals on Wheels can actively recruit volunteers, including:

- Volunteers with specific skills and/or knowledge may be approached by the co-ordinator or designated staff;
- A volunteer position may be advertised with approval from the CEO;
- Unsolicited approaches from the potential volunteers to Meals on Wheels.

### **Contact Person**

The Co-ordinator 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 Meals on Wheels, a police check application form and other information deemed appropriate by the Co-ordinator.

### **Application Processes**

1. **Where Meals on Wheels 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 Meals on Wheels 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.

Meals on Wheels 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.

**DOCUMENTATION**

Documents related to this policy	
Related policies	Volunteer Rights and Responsibilities General Volunteer Policy
Forms, record keeping or other organisational documents	

Reviewing and approving this policy		
Frequency	Person responsible	Approval
Annually	CEO	Board

Policy review and version tracking			
Review	Date Approved	Signed	Next Review Due
1			
2			
3			