



MORE THAN FORMS

**BRIDGING THE 10 STEPS
OF VOLUNTEER
SCREENING**



Land Acknowledgment

As Volunteer Alberta continues our ongoing (un)learning journey, we see the increasing importance of reflecting on our ties to each other and the land. Our main office is situated on Treaty 6 Territory, in an area that holds many Indigenous names but is referred to by the Nehiyaw people as amiskwaciwâskahikan (ᐱᓂᓴᓴᐸᐱᓄᓴᐱᓴᓴ) and colonially as Edmonton. Our staff, board, and work extend beyond into Treaty 4, 6, 7, 8 and 10 Territories, and we affirm the importance of honouring these historic agreements as well as all future treaties. The land we call Alberta is the ancestral territory and present-day home of many Indigenous peoples, including the Nehiyaw, Dene, Lyahre Nakoda, Anishinaabe, Niitsitapi, Inuit, and Métis. They have cared for and advocated for the lands, waters, and animals for many generations despite historical and ongoing harmful actions against their communities. We are grateful for their stewardship of this land, and as act of reconciliation and good will, it is our intention to ensure that our organization, along with the entire social impact/non-profit/voluntary sector, can become good partners in supporting the land and communities.





Volunteer Alberta

Volunteer Alberta is a diverse and inclusive member association that aims to nurture conditions for civic engagement and volunteerism in Alberta. We work with nonprofits across the province as a capacity-building and capability-nourishing organization.



The Volunteer Screening Program

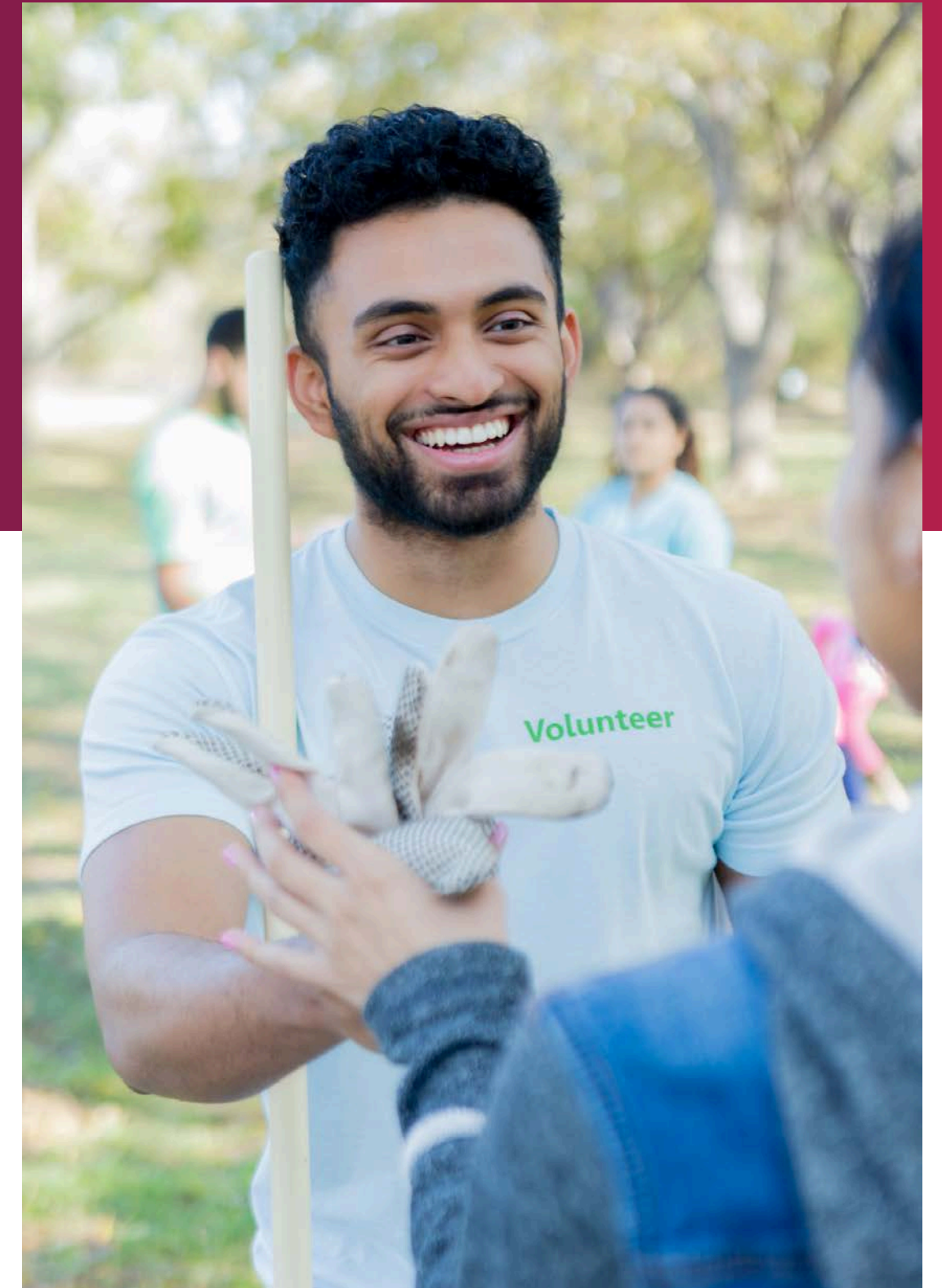
- Vulnerable Sector Check
Fee Waiver
- Screening Development
Micro-Grants
- Learning Resources



What is Volunteer Screening?

Defining the relationship between the organization and the volunteer.

Establishes safety and finding a good match.



Relationship-based screening

- Empathy
- Reciprocity
- Safety
- Trust



Duty of Care & Standard of Care

Duty of care: A legal term that refers to the level at which the average, prudent person in comparable circumstances would provide care.

Standard of Care: A duty recognized by law to take reasonable care to avoid conduct that poses an unreasonable risk of harm to others.





10 STEPS OF VOLUNTEER SCREENING

1 Risk Assessment

Find what risks are inherent and how you can address them, including adjusting current strategies



1 Risk Assessment - Resources

- Developing Policy and Managing Risk (webinar)
- Risk Assessments and You (webinar)
- Insurance and Volunteers (Members Only webinar)



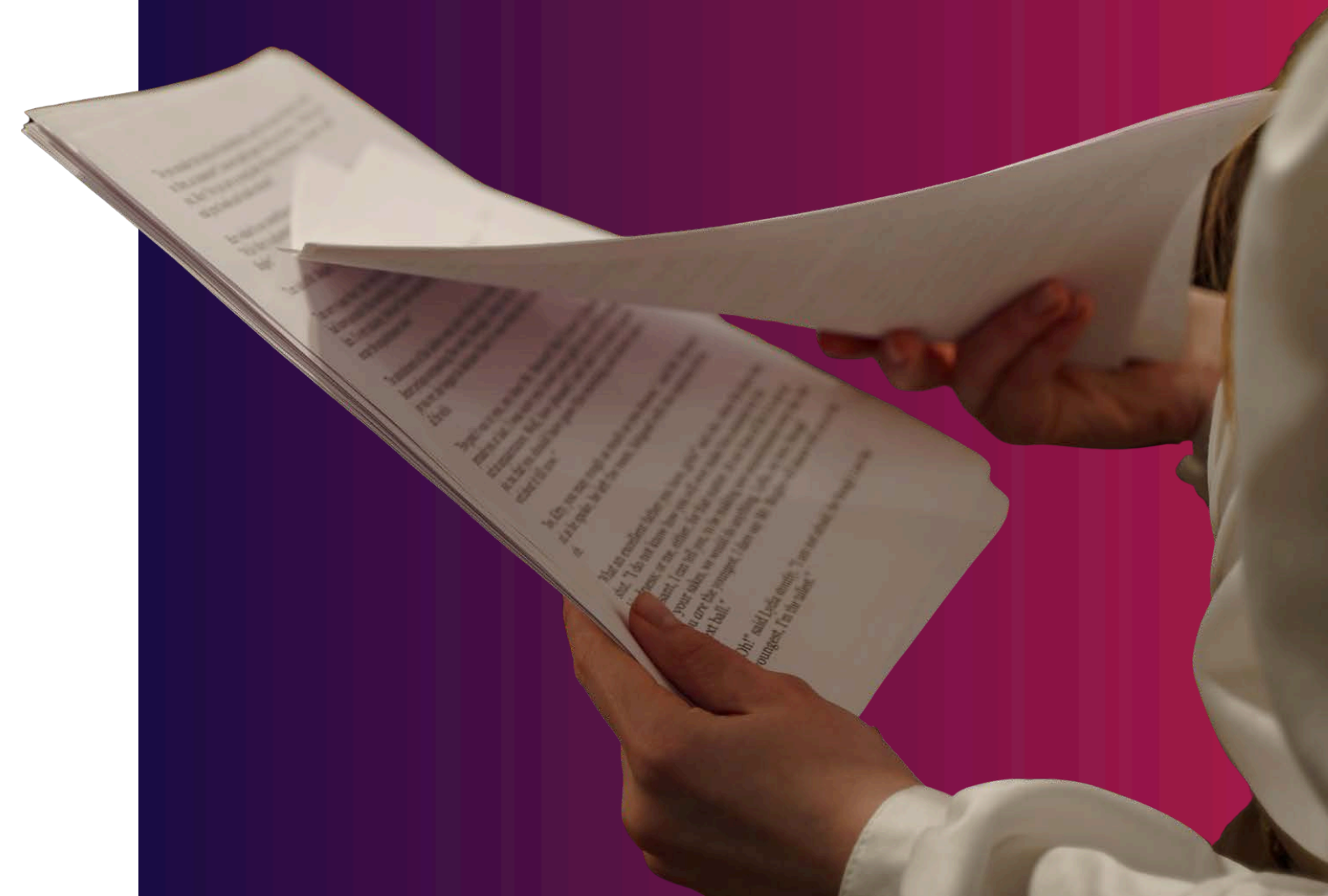
1 Risk Assessment - Resources

- Risk Assessment Matrixes (in-person and virtual)
- Risk Assessment Checklist
- Position Description Risk Assessment Templates (in-person and virtual)



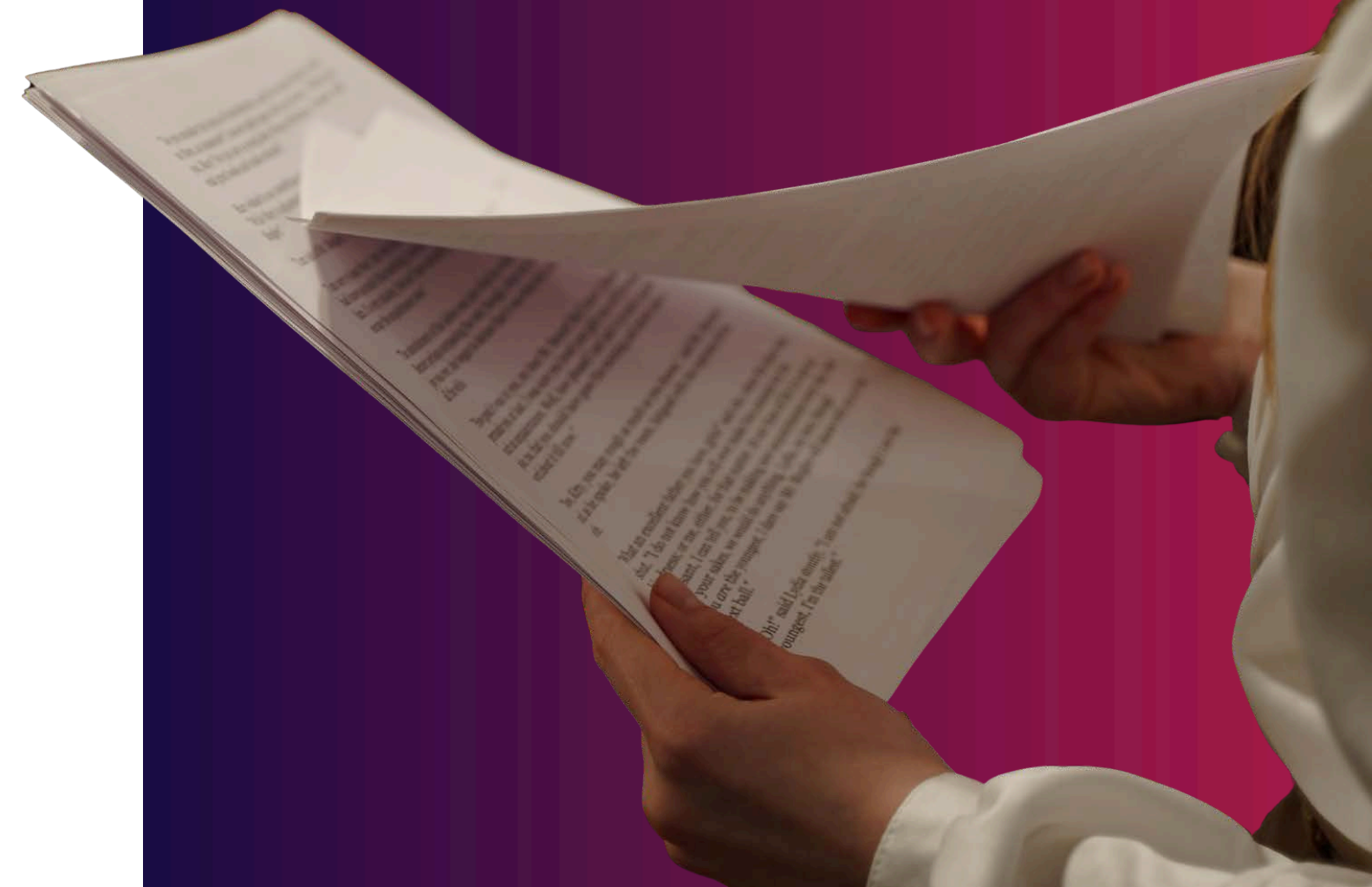
2 Position- Description

Clarify for both the volunteer and organization what the purpose of the role is and identify what's needed operationally to set everyone up for success.



2 Position- Description Resources

- Developing Volunteer Positions (webinar)
- Position Description Risk Assessment Templates (in-person and virtual)



3 Recruitment

Find volunteers who will be successful in the role, find it meaningful, and be able to support your programming.



3 Recruitment Resources

- [Volunteer Recruitment and Retention: Insights & Stories Panel](#) (webinar)
- Effective Copywriting for Volunteer Recruitment (members only webinar)
- [Volunteer Recruitment and Hiring](#) (webinar)
- [Volunteer Recruitment and \(Re\)Engagement](#) (webinar)
- [How do I get more Volunteers and why is that the wrong question?](#) (webinar)



4 Application Forms

Gain preliminary practical information of someone who has expressed interest so you can help navigate them through the screening process.



The image shows a hand holding a tablet displaying a digital application form. The form is titled "APPLICATION FORM" and has a section for "PERSONAL INFORMATION". The form fields are as follows:

PERSONAL INFORMATION		
Last Name	First Name	Middle
Address	City	State
Phone	Email address	

4 Application Forms Resources

- Volunteer Recruitment & Hiring (webinar)
- Window of Work (template)



5 Interview

Get to know
volunteer and provide
information on the
organization, role,
and answer questions



5 Interview Resources

- Volunteer Recruitment & Hiring (webinar)
- A nonprofit interview guide (Members Only)
- Interview & Hiring Guide for Interns (Members Only)



6 References

To confirm skills,
knowledge, and past
behaviour to ensure
fit with the role and
organization



7 Background Checks

Confirm that the volunteer does not have a criminal record which may indicate a risk for certain responsibilities and tasks and to perform duty of care of upholding safety for the community



7 Background Checks - Legislation

- Early Learning and Child Care Regulation ([here](#)) - Section 25(1)(b)
- Protection for Persons in Care Act ([here](#)) - Section 10(4)
- Criminal Records Act ([here](#)) - ss 6(2)
- Youth Criminal Justice Act ([here](#)) - s 118(1)



7 Background Checks - Resources

- [Do I Need a Vulnerable Sector Check?](#) (webinette)
- [Navigating Background Checks](#) (webinar)
- [Check Yourself! VSP Background Check Game Show](#) (webinar)
- Position Description PIC Assessment templates ([in-person](#) and [virtual](#))
- [Volunteer Screening Guidebook: Background Checks](#)



8 Orientation & Training

Ensure the volunteer is set up for success through proper understanding of expectations, policies, procedures, avenues to provide feedback, and how to seek support when needed



8 Orientation & Training - Resources

- Onboarding and Welcoming Volunteers (webinar)



9 Support & Supervision

Maintain an ongoing relationship with the volunteer to ensure that they stay engaged and feel like a respected part of your team.



9 Support & Supervision Resources

- Volunteer (Re)Engagement
Webinar



10 Follow-up & Feedback

Ensure that the people your programs serve feel safe, respected, and are supported properly through the use of volunteers





THANK YOU!

Email Us! screening@volunteeralberta.ab.ca
Call Us! (780) 482-3300 ext. 108



MORE THAN FORMS

BRIDGING THE 10 STEPS OF VOLUNTEER SCREENING

- June 18, 2026 1PM
- August 13, 2026 1PM
- October 15, 2026 1PM
- December 3, 2026, 1PM
- February 11, 2027, 1PM

Register for one of five dates

