



WEBINAR

Developing Volunteer Positions

2023 Volunteer Screening Program



What is VSP?

- Partnership between Volunteer Alberta and Government of Alberta
- Provides educational resources and tools designed to help nonprofit voluntary sector (NPVS) organizations improve their volunteer screening processes and procedures
- Offers financial opportunities to aid organizations in their volunteer screening efforts, including the Vulnerable Sector Check Fee Waiver and Volunteer Screening Development Grants



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Volunteer Alberta does not provide legal advice.

- This webinar and our resources will provide some useful, general information, but you should bring any concerns specific to your organization and work to a legal professional.



INTRODUCTION TO VOLUNTEER POSITIONS

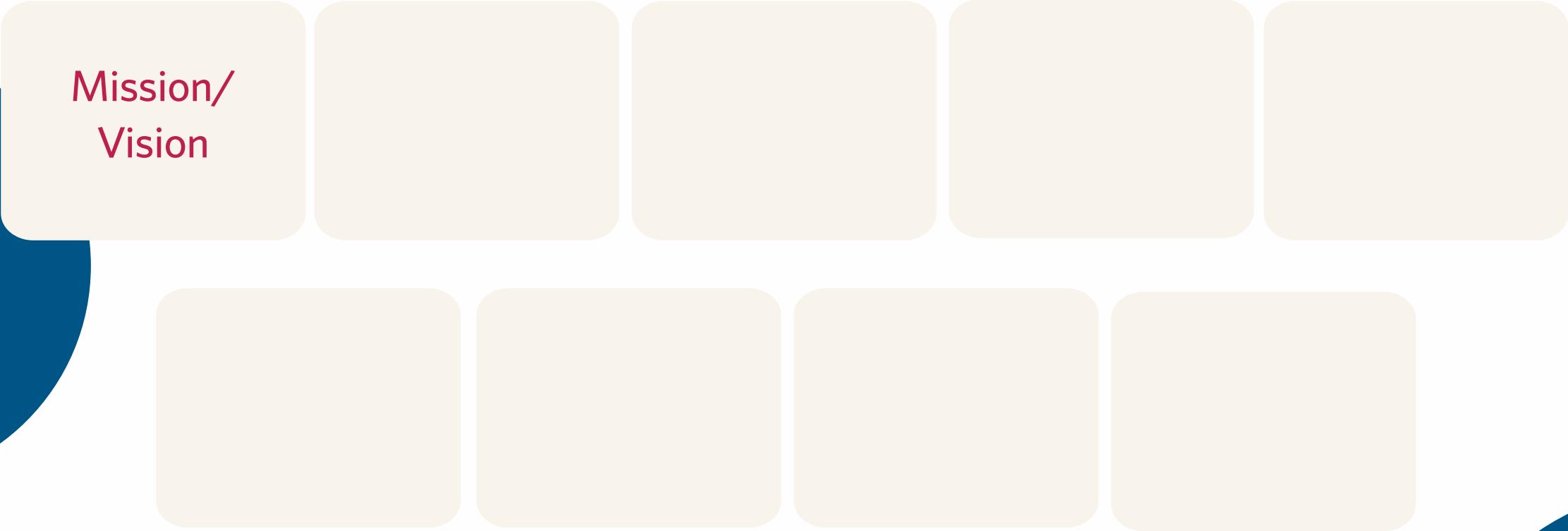
- **Highlight the key aspects of the role**
- **Inform aspects of screening**
- **When well-crafted and informative, they are another avenue for recruiting and retaining great volunteers!**
- **Should be considered an expected part of non-profit human resources, and treated the same as paid positions**

Relationship-based Screening is defined as

Screening practices that emphasize human **connection, empathy,** and mutual **understanding**. Relationship-based screening goes beyond collecting personal documents: it welcomes volunteers to participate and be **equal players** in the volunteer screening process, while organizations create **safe and welcoming** volunteer programming to promote volunteerism.

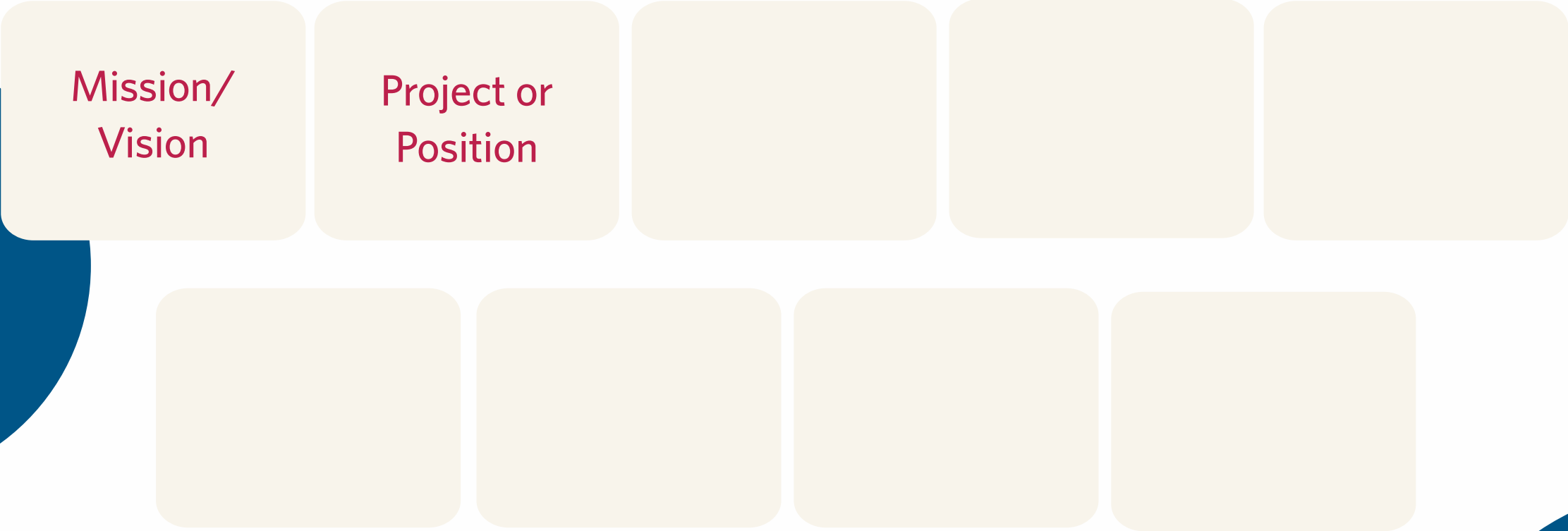


Crafting Volunteer Positions



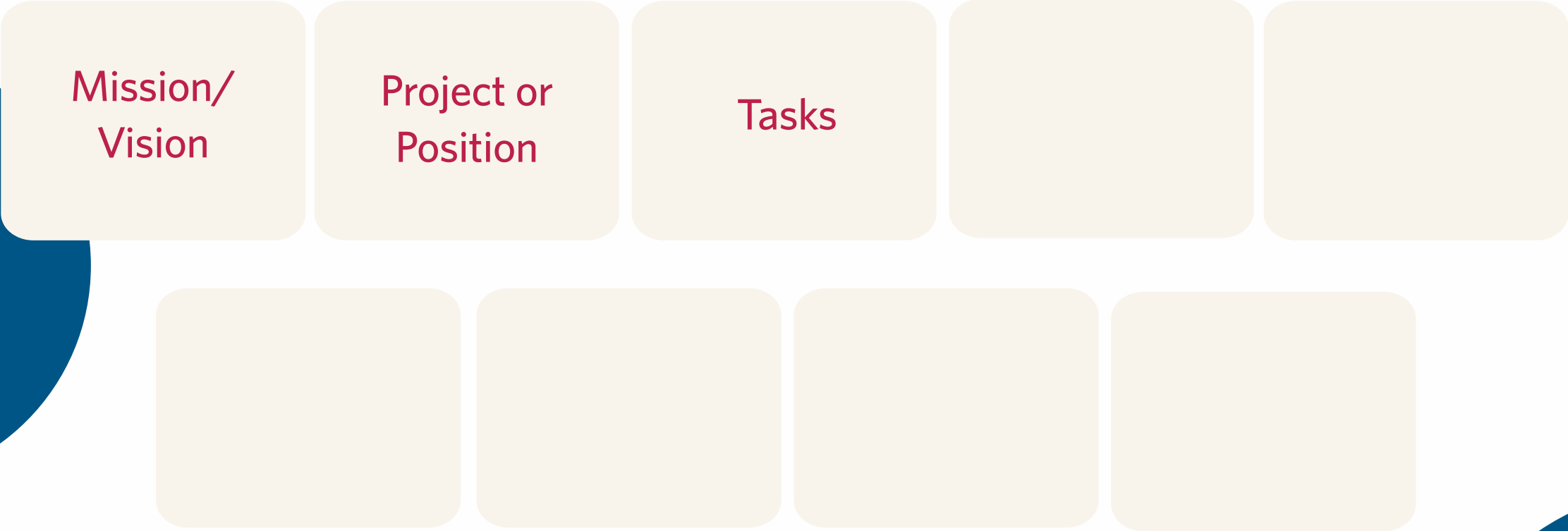


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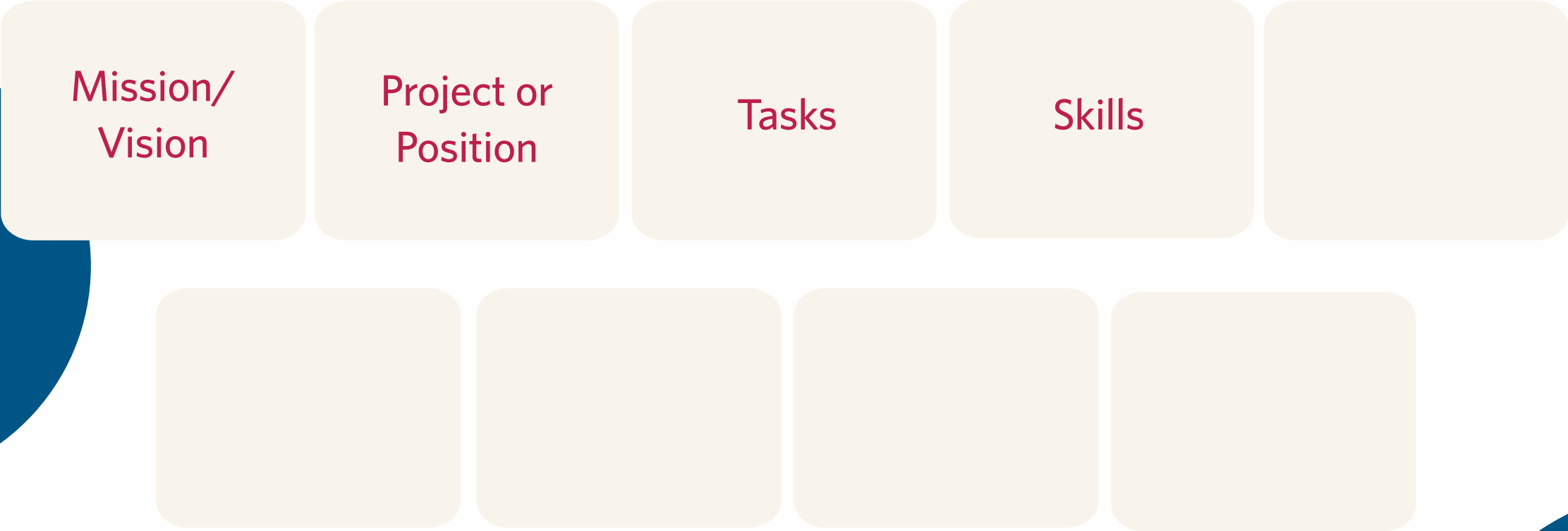


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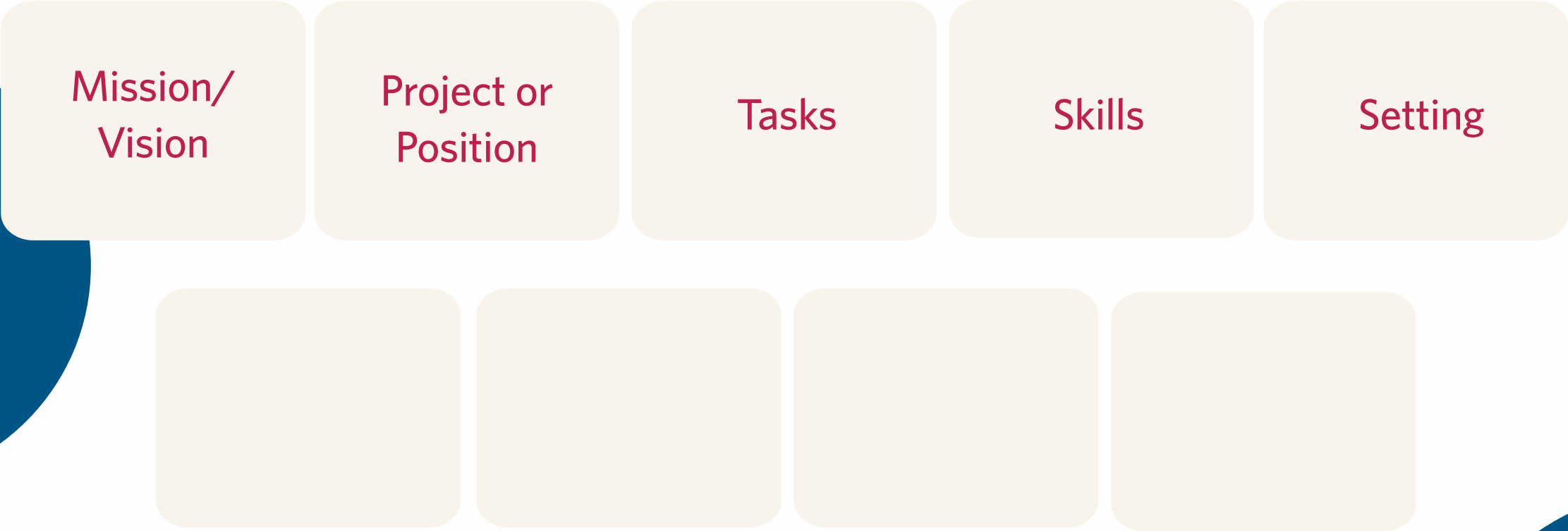
Window of Work

<p>Wise Why's Why are you passionate about the mission/cause?</p>	<p>Glad Gifts What skills/talents are your ready to share?</p>
<p>Givers Gain What are you personally seeking to learn or gain?</p>	<p>No-No's What are you not interested in and/or able to do?</p>

*Adapted by Volunteer Alberta
From the book "Building Staff/Volunteer Relations" [Chapter 4, pg 37-50] by Ivan Scheier*

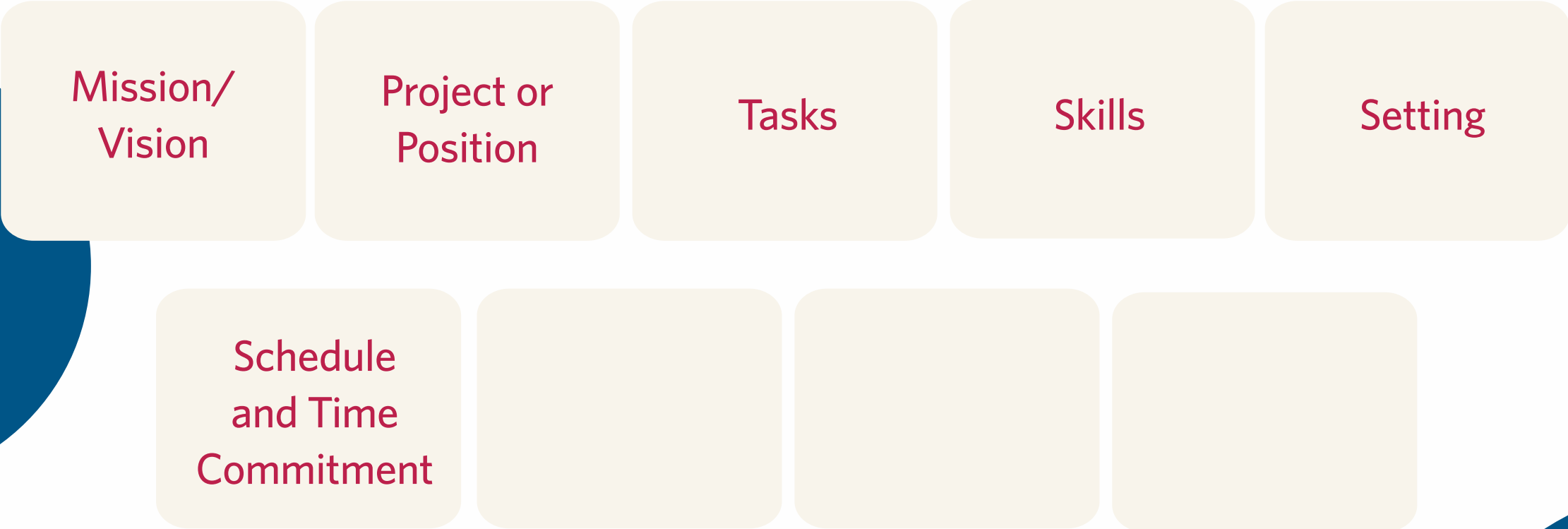


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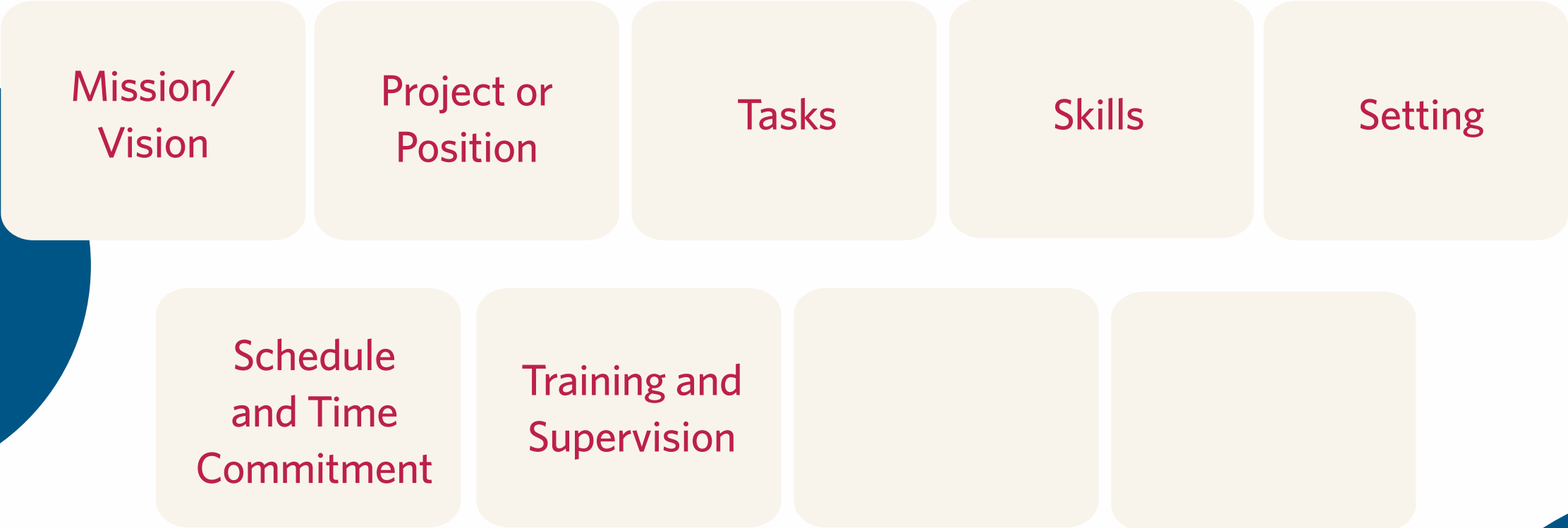


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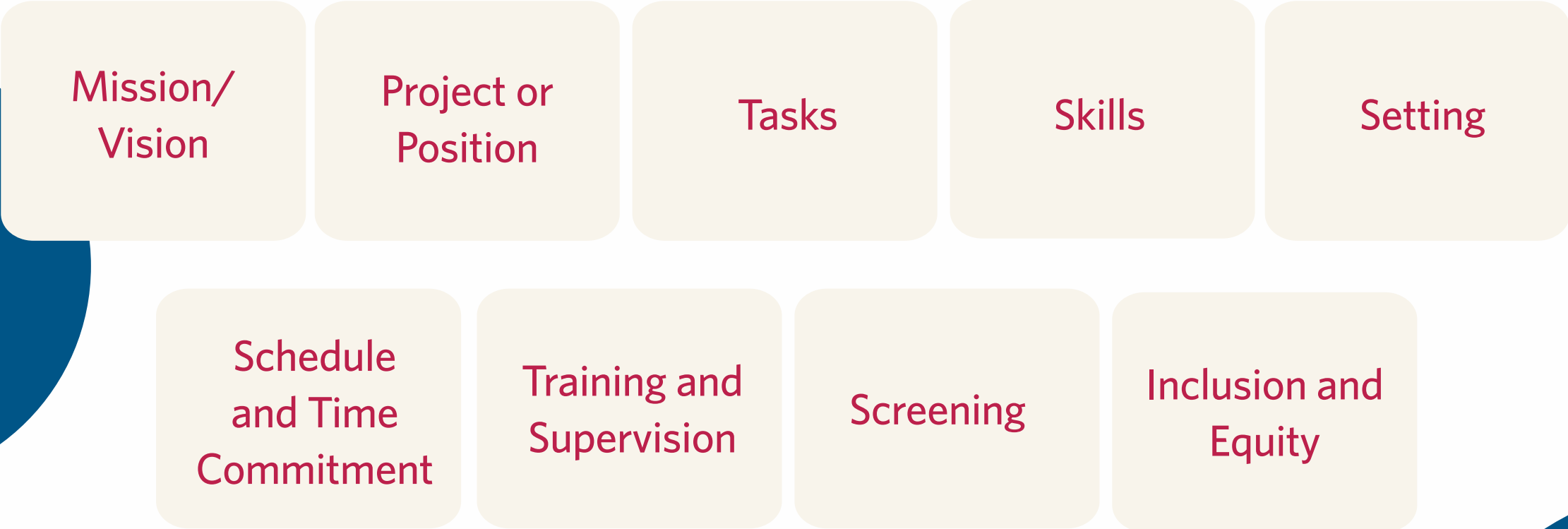


Crafting Volunteer Positions





Crafting Volunteer Positions





Project or Position:

The CNIB is looking for a volunteer who would like to engage in combat-oriented video games (Such as Mortal Combat and Street Fighter) with a participant in Vision Mate program.



Tasks:

One-to-one mentorship and support provides companionship to people in community with programming such as reading, art, or other creative activities.



Skills:

Experience with *Mortal Combat*, *Street Fighter* or other related video games. They are friendly and outgoing.



Setting:

One-to-one at program space or in community
(e.g. local library).



Schedule and Time Commitment:

Once a week for a minimum of one year.



Training and Supervision:

Reports to Volunteer Manager, quarterly check-ins with volunteer and client to determine how the match is working.



Screening:

Interview, reference check, and Police Information
Check with Vulnerable Sector Check.



Volunteers and the Law

Occupational Health and Safety

Volunteers who perform or supply services for no monetary compensation are considered workers.

Human Resources & Legislation

There are a multitude of different policies and legislation that impact human resources – federally, provincially, municipally, and organizationally.

Legal Responsibilities of Boards

Assume responsibility for the affairs of an organization.



The HR Process:

Before beginning the HR process, here are some things to consider:

- Volunteer HR is not substantially different from regular HR.
- Job descriptions should be up to date.
- Understanding and responding to trends in volunteerism can help you engage new volunteers.






Volunteerism Trends: What are volunteers interested in?

- Positions that are: short-term, episodic, project-based
- Results are driven and skills-based
- Related to their individual interests and passions
- Mutually beneficial for the volunteer and the community



Volunteerism Trends: What level of engagement suits volunteers?

-  Flexible opportunities that fit their schedule
-  Informal or virtual
-  Positions that start right away and have a clear call to action



Volunteerism Trends: Who are Alberta's volunteers?



Urban: mid-30s, resume building focus, multiple causes.



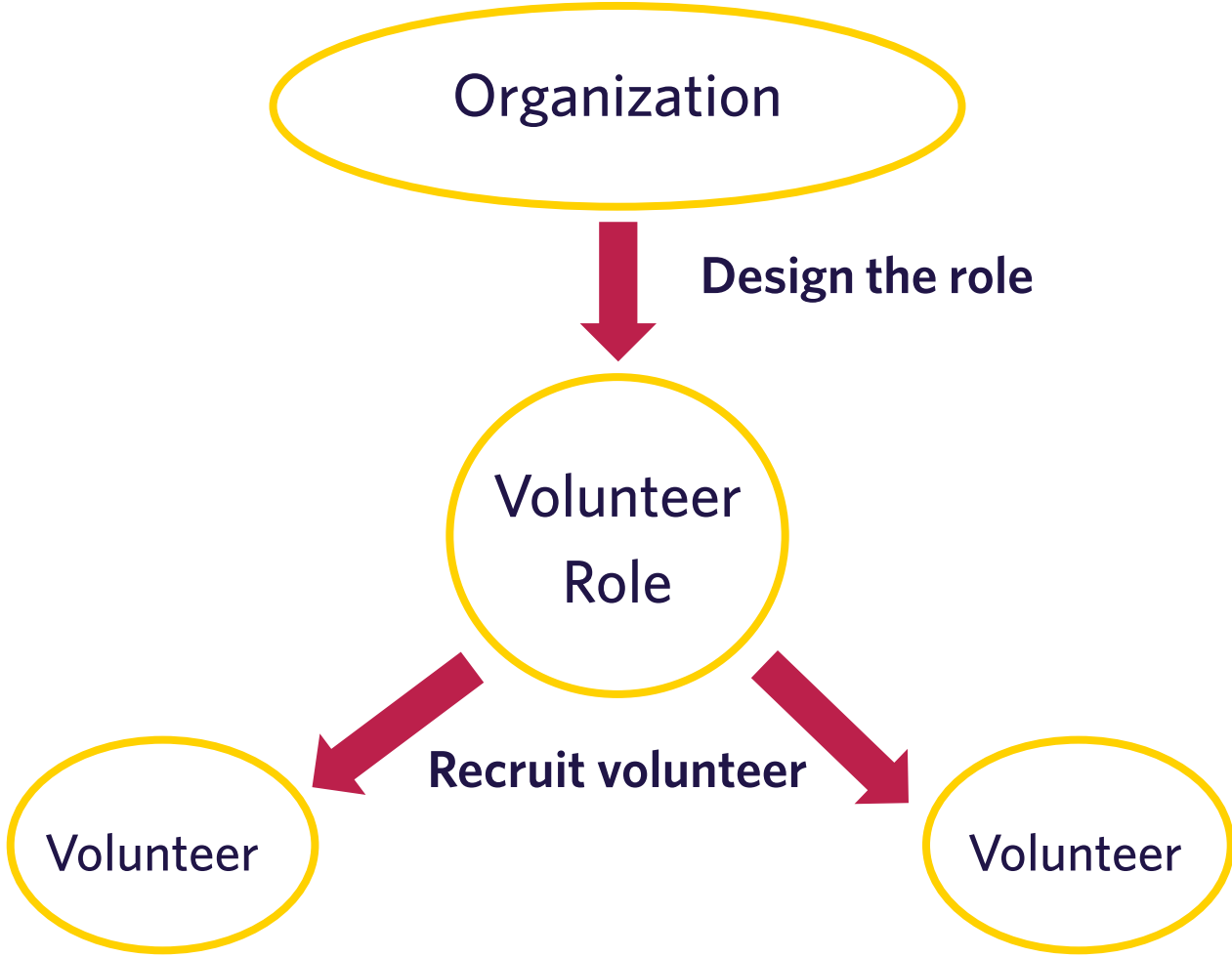
Rural: tend to be early 50s, and volunteer weekly. They are primarily motivated by a desire to support their community.

Why aren't people volunteering?

- They don't have time
- Nobody asks
- They don't see the impact
- They don't know where to find opportunities
- Systemic barriers
- ?

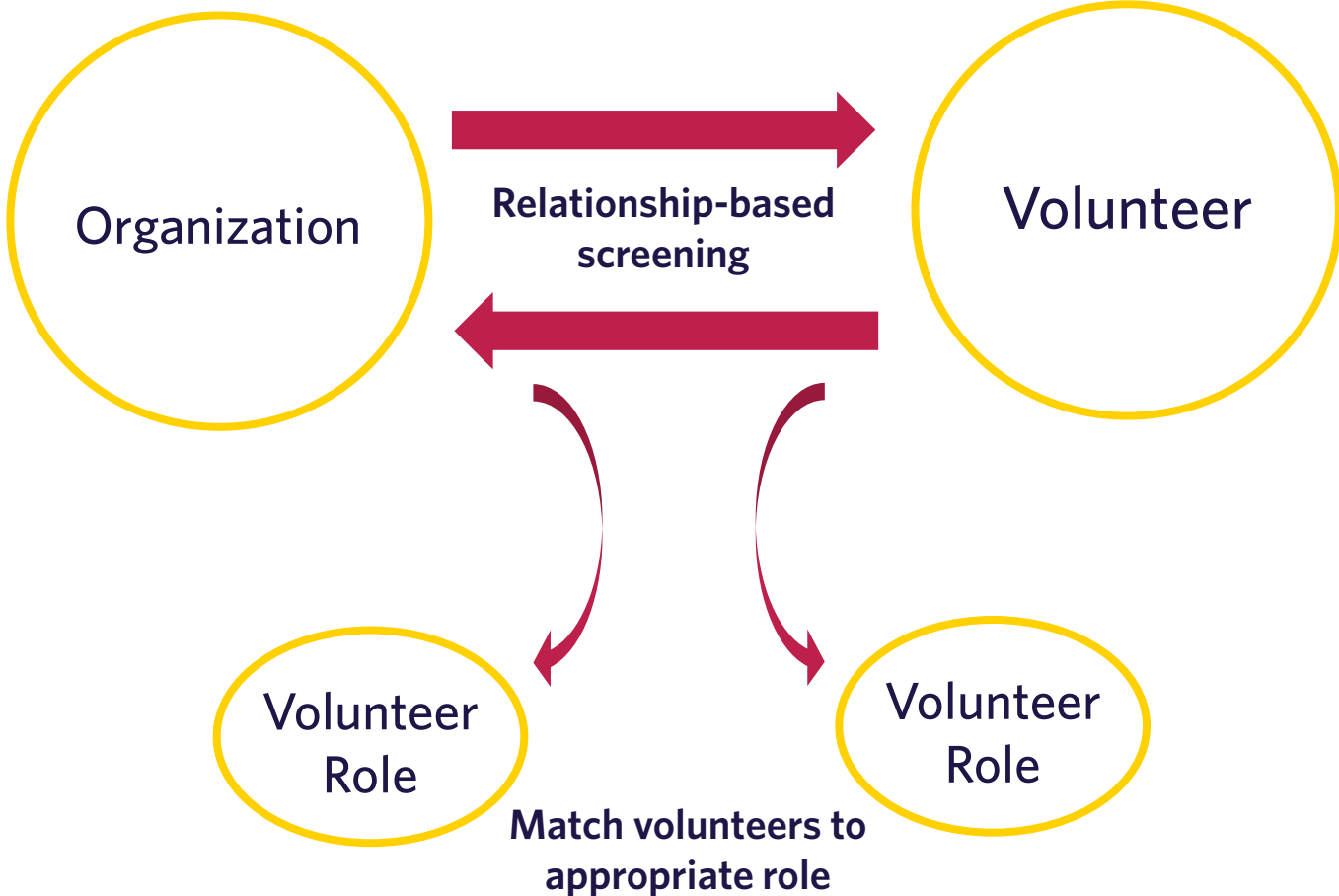


How Can Organizations Bridge the Gap?





How Can Organizations Bridge the Gap?





Key Takeaways



VOLUNTEER POSITION DESCRIPTION - TEMPLATE

Risk Assessment & Policy Considerations

This template supports volunteer position descriptions to include risk assessments and policy considerations. Aligning the various responsibilities of volunteer positions with potential risks and related policies can inform the screening processes and the development and/or refinement of policies.

POSITION TITLE: _____

POSITION DETAILS

RISKS

POLICY

PURPOSE OF POSITION		
DUTIES / ACTIVITIES		
CLIENT / PEOPLE SERVED		
LOCATION / SETTING		
TIME COMMITMENT		
SUPERVISION / TRAINING / ORIENTATION		
OTHER DETAILS		



This resource was developed as part of the Volunteer Screening Program, which is generously funded by the Government of Alberta

Adapted from the Volunteer Canada Screening Handbook

Last updated: April 2020



VOLUNTEER SCREENING PROGRAM



<https://volunteeralberta.ab.ca/for-organizations/volunteer-screening-program/>



Contact Us!

Email us

 screening@volunteeralberta.ab.ca

More resources

 <https://volunteeralberta.ab.ca/for-organizations/resources/>

