



VOLUNTEER HIRING POLICY AND PROCEDURE

Action for Children and Young People (ACYP)

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Hiring Policy and Procedure

Objective

ACYP believes that hiring qualified volunteers to fill positions contributes to the overall success of the organization. Each volunteer is hired to make significant contributions to ACYP. In hiring the most qualified candidates for positions, the following process should be followed.

Hiring Process and Procedures

Personnel requisitions

ACYP recruits volunteer twice a year. Personnel requisitions must be completed to fill departmental ACYP volunteer positions (For example, if the health team needs more volunteers, they should fill in the requisitions stipulating how many they want and which special skills they are looking for. This might be clinicians, labs techs, midwives etc.). Requisitions must be initiated by the team lead and then forwarded to the human resource (HR) department.

Personnel requisitions should indicate the following:

- Team requesting a volunteer.
- Position title/Specific skills required.
- Position hours/period.

- Reason for team opening.
- Essential volunteer job functions and qualifications (or a current volunteer job description may be attached).
- Any special recruitment advertising instructions.

Intake meetings

One month to the recruitment dates, the HR will convene with Team Leaders of different programs to identify specific gaps in the areas of education, health, nutrition, child protection, economic empowerment and environmental sustainability. This meeting will highlight the requirements and the profile of the ideal candidate. The recruiting strategy will be set during this meeting and expectations established with all the key stakeholders.

Job postings

ACYP always receives volunteers throughout the year. These applications are dealt with on a rolling basis. A recruitment date is declared. All volunteer opportunities are available on ACYP's forums and websites. The volunteer roles are advertised both internally for recommendations from current volunteers and externally on ACYP socials. Volunteering roles are always open since the need is there.

The Volunteer coordinator will be responsible for tracking all applicants and retaining applications and resumes as required.

Internal applicants

Current junior volunteers below 17 years who have worked with ACYP with a satisfactory junior voluntary status may apply for full voluntary status. The consents of the volunteer's lead and the HR department is not necessary for volunteers with less than one year of service with ACYP.

All applicants for a voluntary role will be considered based on their qualifications and ability to perform the role successfully. Candidates who are not selected will be notified by the Volunteer Liaison.

Interview process

Volunteer liaison with program team leader will screen applications and resumes prior to scheduling interviews. The volunteer liaison and team leaders for each program will join the Project Coordinator to interview volunteers who have shown interest in those program. A behavior-based interview questions and a structured interview process. Candidate evaluation forms will be completed after each interview and retained with the application.

Reference checks

Project coordinator will conduct professional reference checks. A minimum of two professional references are required from each applicant.

Role Allocation

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After a decision has been made to hire a volunteer, an offer will be made contingent on the satisfactory completion of required background checks and testing. Background checks will vary depending on the position and may include criminal history, child protection issues, drug testing or any other relevant information for the program role.

Once the Project coordinator receives satisfactory results from all required background checks and tests, candidates will be provided with a volunteer role offer.

Recruitment Office



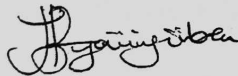
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