

UNIT TITLE: Recruiting and Selecting Volunteers

LEVEL: 3

CREDIT VALUE: 1

UNIT CODE:

This unit has 9 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner should be able to:	The learner can:
1 Assess the need for volunteers in their organisation	1.1 Describe roles currently filled by volunteers 1.2 Analyse current volunteer retention
2 Identify the overheads involved in supporting volunteers	2.1 Describe tasks and responsibilities required to support volunteers 2.2 List roles not currently provided
3 Identify Volunteer motivation	3.1 Evaluate own leisure motivations 3.2 Apply to volunteer situations
4 Develop a recruitment plan	4.1 Examine the 5 key elements of a recruitment plan 4.2 Identify extra resources required to recruit
5. Write effective role descriptions and adverts	5.1 Describe the advantages and disadvantages of recruiting to a role description 5.2 Write a role description detailing title, purpose, duties, personal qualities 5.3 List benefits of volunteering 5.4 Write an advert
6. Identify where to target recruitment	6.1 Analyse the various places to advertise 6.2 Research issues to be inclusive to all sectors of the community
7. Develop awareness of interview procedures and techniques	7.1 Discuss uses of selection procedures 7.2 Evaluate the merits of selection processes 7.3 Analyse successful and negative interview experiences
8. Develop induction checklists	8.1 Explain elements required in an induction 8.2 List staff responsible
9. Identify the need for volunteer policies	9.1 Examine where volunteer management fails 9.2 Evaluate benefits of volunteer policies