

4-H Saskatchewan Volunteer Recruitment

The purpose of this resource is to help General Leaders through the process of recruiting volunteers into their club. Each 4-H club across the province will have different fits for volunteers. The following frequently asked questions and tips should aid our General Leaders in selecting the right fit for volunteers within the club.

Q: Who should conduct the interview for a potential volunteer?

A: Typically, it is the responsibility of the General Leader of the club who will conduct the interview, review the Volunteer Interview Sheet and sign it. In the case that a new General Leader is to be selected, other leader(s) can be selected by the club.

In the case of a new club, a new volunteer can contact the 4-H Provincial Office and a staff member can conduct the interview.

Q: What is a 4-H volunteer?

A: A 4-H volunteer is an adult who has responsibilities and involvement within a 4-H club. Currently, there are two different types of volunteers:

- Trained Volunteer (A)
 - o Has met all screening and training requirements
 - o Can be registered as a 4-H leader
- Screened Volunteer (B)
 - o Has completed the screening process
 - o Can supervise or assist within the club with the supervision of a minimum of one (A) volunteer

Q: When is the best time to begin recruiting new volunteers?

A: 4-H Saskatchewan encourages clubs to begin recruiting new volunteers throughout the summer. This gives ample time to potential volunteers to meet the screening and training requirements before the volunteer screening deadline of October 15th.

Q: What makes a good volunteer? What should I be looking for?

A: Each club will have different needs or expectations of their volunteers. When speaking with a potential volunteer, consider asking some of the following questions:

- What is the understanding of the 4-H Organization?
- What kind of time commitment are they willing to put in?
- How do they best communicate and learn?
- What are they wanting to get out of being a 4-H volunteer?
- What level of involvement are they wanting to commit to?
- What experience do they have with the project they may want to be involved in?

Q: Why is there an interview as part of the process?

A: Conducting an interview with a potential volunteer is a crucial part of ensuring that the volunteer will be the right fit within the 4-H club. It will also allow both the organization and the volunteer to make informed decisions about the level of participation and the responsibilities involved. By conducting an interview with a potential volunteer, it can help prevent future issues by ensuring that there is a clear understanding of what the role and responsibilities will be.

Doing an interview with a potential volunteer should take anywhere from a few minutes to about a half hour. When conducting the interview, 4-H Saskatchewan recommends the following steps:

- Let the volunteer know why an interview is part of the volunteer process
 - o Inform them of the policies
 - o Ensure they have received the “Volunteer Interview” Sheet from the Volunteer Screening Package and have filled it out
- Review the answers given on the Volunteer Interview Sheet
 - o Ask questions about their answers
 - o If needed, ask them to expand on their answers

Take this time to get to know the volunteer a little more.

- What kinds of hobbies and interests do they have?
- Do they have experience working with youth? Do they enjoy working with youth?
- Ensure they are comfortable with the Duty to Report policy: if there is something seen that is of concern, bring it forward

Other things that a club should consider doing when recruiting new volunteers to ensure to:

- Let the volunteer know what their responsibilities would be
- Ensure that the volunteers are aware of the process to becoming a 4-H volunteer
- Inform the volunteer of how the club operates
 - o Number of meetings, both general and project meetings
 - o Where meetings are to be held and who is to be involved
 - o Being inclusive of all members and families registered with the club
 - o How information is communicated to the volunteers and families
 - o What resources can be used and where to find them
 - o Any club activities that typically happen throughout the 4-H year ie: Christmas party, club tours, wind-up party, fundraising
 - o Opportunities available for registered leaders ie: chaperone opportunities, leader conferences, Board of Directors positions

Tips for Selecting Volunteers

To ensure that the interview is as informative as possible, you can follow some basic guidelines on conducting an interview:

- Try and use open ended questions such as “Can you tell me about any previous volunteer or work experiences you’ve had”
- Try to stay objective.

- When taking notes, only write what is relevant
- Do more listening than talking

Q: What happens after I have selected the volunteer?

A: Once a club has chose a new volunteer, the volunteer must at minimum meet the requirements of being a **Screened Volunteer**. This means that they have completed:

- Volunteer Application Form
- Three (3) references
- Criminal Record Check with a Vulnerable Sector Search
- Volunteer Interview Sheet
- For becoming a Trained Volunteer in a Leadership Role:
 - o Must also complete the Commit to Kids eLearning
 - o Must complete the Youth Safety Training

The volunteer then sends all documents in to the 4-H Saskatchewan provincial office to be approved. Trained Volunteers must have all their forms and training completed by October 15th. Screened Volunteers can apply at any time.

Once a volunteer has been approved, a letter will be sent out to the volunteer confirming that they are now a volunteer with the 4-H Saskatchewan organization. A volunteer can begin their duties prior to approval, but only under the supervision of a minimum of one Trained Volunteer and one Screened Volunteer. There should never be a one on one situation between a 4-H volunteer and a youth.

In order for clubs to register, they must have a minimum of two (2) **Trained Volunteers**.

For any questions, contact the 4-H Office at 306-933-7727.