

Netball Australia Fact Sheet Volunteer Recruitment & Selection

1. Position Descriptions

A position description is a powerful and necessary tool. The position description should clearly articulate the responsibilities of the particular role and the range of skills, knowledge, personal qualities and time commitment required by a volunteer to successfully undertake the role.

By clarifying the parameters which the volunteer is expected to work within, it also delineates the distinction between volunteer and paid roles.

1.1 Benefits for the volunteer

- Understanding their responsibilities, the time commitment and the skills that are required will assist with self-selection and prepare prospective volunteers for an interview.
- Formal documentation validates a volunteer's position and gives it status within the organisation. It also helps the volunteer understand the parameters in which they operate and lowers risk to the volunteer by clarifying the scope of their work and helping to protect them from litigation.
- Outlining the benefits a volunteer may receive from the role may be a motivating force.
- Helps the volunteer (especially those who are also seeking paid employment) to conceptualise the skills they use as a volunteer in employment terms.
- Forms the basis from which an evaluation process can begin, giving the volunteer the opportunity to review the role over time.

1.2 Benefits of the Organisation

- Clearly defines the volunteer role.
- Assists in managing relationships between volunteers and staff, minimising confusion over their responsibilities.
- Increases the likelihood of appointing suitable candidates, leading to better job outcomes and longer-term retention.
- Provides a point of recourse should you receive queries or complaints from candidates who were unsuccessful in applying for a volunteer position.
- Provides an agreed and documented basis from which you can provide guidance, advice and support, and assists with the handling of performance management issues.
- Position descriptions are useful risk management tools that protect the organisation and the volunteer.

2. Applications

A volunteer application form is necessary for two reasons:

- to assist in your interview and screening process; and
- to document basic information about individual volunteers.

The form should also clearly outline the information the volunteer is required to supply in order of the application to be considered.

3. Selection Panel

A selection panel of three (3) members shall be formed for all volunteer appointments.

The organisation committee is responsible for the recruitment of the selection panel and a chairperson.

Members of the selection panel must have relevant technical or industry qualifications and experience in the field of the appointment.

Selection Panel members must declare any conflict of interest to the organisation committee. Depending on the severity of the conflict of interest, the person involved may need to be replaced on the Selection Panel.

4. Interviews

Interviews are a valuable tool in the volunteer selection process. The interview provides not only an opportunity to talk to the potential volunteer about their background, talents, skills, interests and availability, but also to explore any doubts Netball Australia may have about the suitability of the candidate.

Interview questions should encourage responses that allow you to assess:

- relevant work-related experiences;
- relevant formal and informal education;
- eagerness to work;
- ability to work with others;
- integrity;
- supervision preferences; and
- initiative and judgement.

5. Reference Checks

A reference check is an effective way of screening a potential volunteer. References will confirm the background and skills of the applicant and will provide an outside opinion on the suitability of the person for the position.

6. Screening

Netball Australia is both ethically and legally responsible to prevent discrimination, harassment and abuse from occurring in netball. The Netball Australia Member Protection Policy (MPP) reflects Netball Australia's commitment to serving and protecting its members and participants throughout all levels of the sport.

The MPP requires Netball Australia to take steps to adequately screen people whose role requires them to have direct and unsupervised contact with children

For further information regarding Screening requirements and State/Territory legislation refer to the Netball Australia Member Protection Policy and Attachment B1: Child Protection Requirements - www.netball.asn.au/extra.asp?id=53&OrgID=1