

## **Volunteer Selection Criteria and Interview Questions [Example]**

*Below are some example guidelines and interview questions that can be used for a volunteer program at your skate project.*

### **Criteria**

- Age
  - Volunteer instructors 14 & up
  - Potential full time teacher/assistant type of position 18 & up
  
- Time already involved at your project
  - Minimum 6 months, that way they have already have a good understanding of our programs
  - Recruiting volunteers who have already attended for a few months means we already have an idea of each student's attitude before they apply. From there we can already know which of the interested students would be a potential good fit for our programs.

### **How to choose and recruit potential volunteers:**

- Have to first decide how many youth we have space for in these positions at a time
  - Always aim for 50% female volunteers
- Formal option: Every January and July, the programs team will ask older participants who are interested to apply.
- More informal: Staff can nominate participants who stand out particularly with their interest and dedication, level of maturity etc.
- Considerations:
  - Can they be a role model? Attitude, respectfulness, interest in teaching, motivation
  - Relevant skills: skate teacher vs. classroom teacher

### **Time commitment**

- Minimum twice per week for males, once per week for females (since it's more difficult for females to travel freely).
- Must commit to a set schedule and be reliable.

### **Interview/application process**

- Application form made available.
- Shortlisted applicants are invited for an interview.
- Set of interview questions administered by the Programs team (see example at end of this document)
  - Interview/application process should be possible to complete orally for youth with low/no literacy

- Get direct input/recommendation from those who will be their supervisors for potential positions (this could be part of the process early on, ie. if teachers could recommend students for volunteer positions)
- Ensure the student has permission from their parents/guardians to be a volunteer.

**Training**

- Remember, any volunteer under the age of 18 is a child and must be treated as a student, not the same as an adult volunteer.
- All volunteers should get professional development and learning opportunities.
- A buddy (staff member) should be assigned, to get the volunteer up to speed through orientation, job-shadowing
- Make clear what expectations we have, as well as what they can expect.
- Provide necessary trainings: teaching, child protection, First Aid, etc.

**Recognition**

- Gift of a complete skateboard after 6-month commitment completed, with potential for replacement skateboard parts, helmet, etc if they stay on board longer
- Certificate of completion
- Regularly saying “thank you!”
  - Social media thank you post upon 6-month completion

**Becoming paid staff**

- Must be old enough to work according to local/international labor laws
- Youth have to volunteer for at least six months to become a staff member and get paid

**Volunteer Interview Questions**

- 1) What does [skate project name] do?
  
- 2) Please tell us about yourself – what are you interested in, what are your favourite activities you enjoy doing?
  
- 3) What are your personal goals with school and work/career?
  
- 4) Please tell us about any relevant skills you have, including skateboarding:
  
- 5) Please describe your teaching experience:
  
- 6) Please describe your experience with children:
  
- 7) Do you play other sports – which ones are you interested in?
  
- 8) Are you currently in school? If so, what are your hours?
  
- 9) What time commitment can you offer? (Per week, and for how many months?)