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!”
  o 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?)