

## 4.7.2 - Volunteer Recruitment, Selection, Orientation, Training, and Retention

*Standard:* There shall be an on-going function within the agency for the recruitment, selection, orientation, training and retention of volunteers, including procedures on background screening. Background investigations shall be made for all volunteers who work routinely with vulnerable populations, especially youth, senior adults, and persons with disabilities.

*Suggested Evidence of Compliance:* Provide the agency's recruitment, selection, orientation, training, and retention procedures. Provide the agency's background investigation procedures for volunteers and evidence of implementation.

Informational reference in the *Management of Park and Recreation Agencies*, (2010), 3rd Ed., Chapter 17 – Human Resource Management, pp. 456-457.

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### Agency Evidence of Compliance:

The Park District of Oak Park has developed Procedures for Volunteer Management<sup>1</sup> that explain the expectations to staff in regards to the recruitment, application, screening, selection, training, supervision, evaluation, tracking, recognizing, and retention of volunteers for the Park District. In addition to the general procedures, several program areas have developed additional procedures specific to their volunteer positions, including the Conservatory<sup>2</sup>, Youth Athletic Leagues<sup>3</sup>, and Cheney Mansion<sup>4</sup>.

### Documentation:

1. [04.07.02\\_Procedures-for-Volunteer-Management.pdf](#)
2. [04.07.02\\_Procedures-for-Volunteers-at-the-Conservatory.pdf](#)
3. [04.07.02\\_Procedures-for-Volunteer-Coaches-with-Youth-Athletic-Leagues.pdf](#)
4. [04.07.02\\_Procedures-for-Volunteers-at-Cheney-Mansion.pdf](#)

Agency Self Assessment: MET

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