

## VOLUNTEER ENGAGEMENT PROGRAM

The process for engaging volunteers for service at IMPACT Community Action is as follows:

- 1. We engage volunteer candidates in person, over the phone and/or via email. Volunteer candidates are given a dual-sided volunteer interest form and information on the background screening process.
- 2. Once the volunteer candidate returns the volunteer interest form, the volunteer is given the access code to submit for the background screening online.
- 3. The secure and confidential background screening information is delivered to the director of human resources, who will then inform the director of community outreach and engagement the status of the background screen.
- 4. Volunteer candidates who pass the background screening are then invited to a welcome/training session at which time they will receive their 1) volunteer handbook, 2) volunteer ID badge, and 3) information on available volunteer assignments, and any other pertinent information.

At present, there are three volunteer categories at IMPACT Community Action:

- 1. **Operational Assistance** volunteers who support programmatic and operational duties (including special events, fundraisers, etc.)
- 2. Strategic Assistance volunteers (including IMPACT Advocates) who support strategic advocacy efforts, as well as programmatic and operational duties
- 3. **Professional Assistance -** business professionals and other partners who lend their knowledge and expertise as in-kind contributions to the agency

It is possible for volunteer to serve in multiple categories. For example, all IMPACT Advocates are volunteers, but not all volunteers are IMPACT Advocates. Likewise, Operational Assistance volunteers may also be added to the Strategic Assistance and/or Professional Assistance category if they have the requisite knowledge, skills and abilities for that particular volunteer service.

Volunteer recruitment is ongoing and is done via our 1) website, 2) through our various social media platforms, and 3) by word-of-mouth.

The Volunteer Engagement Program page on our website includes a volunteer recruitment video and other program specifics.

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