

Chapter: Volunteer Management
Title: Recruitment and Application Process

Effective Date: 10/7/08, T-10
Page: 1 of 2
Replaces: VLS.03.01, 11/29/01

ACA Standard(s): 4-JCF-6G-09

(a) **Policy.**

The Texas Youth Commission will establish a program to recruit and enroll qualified volunteers from diverse cultural, socioeconomic, and age groups to enhance rehabilitation programs.¹

(b) **Procedures.**

(1) **Recruitment.**

The community relations coordinator:

- (A) develops a recruitment and retention plan which includes the results of staff surveys conducted at least once every two years;
- (B) submits the recruitment and retention plan to the manager of volunteer services for approval prior to the start of each fiscal year; and
- (C) screens and selects qualified volunteer applicants.

(2) **Minimum Qualifications.**

(A) **Age.**

A person must be at least 18 years of age to qualify for enrollment as a registered volunteer.

(B) **References.**

The applicant must provide at least three personal character references. In order to qualify for selection as a volunteer, at least two personal character references must be considered favorable in the judgment of the community relations coordinator. Personal character reference checks are documented on the Volunteer Personal Reference form (VLS-007).

(C) **Criminal Records.**

To qualify for selection as a volunteer, a person must meet criminal history standards set forth in VLS.01.02.

(D) **Driving Record.**

To qualify for selection for an assignment which involves the transportation of youth, an applicant must meet criteria and furnish the required information set forth in PRS.43.13.

(E) **Additional Criteria for Former TYC Youth.**

In addition to the qualifications set forth herein, individuals who have been discharged from TYC must meet additional criteria set forth in VLS.01.08 to qualify for selection as a volunteer.

¹ ACA Standard 4-JCF-6G-09

(3) **Application Process.**

- (A) For each potential applicant, the community relations coordinator:
 - (i) provides a tour of the facility and an overview of the agency;
 - (ii) explains the training requirements and kinds of assignments available to volunteers;
 - (iii) explains that a criminal records check (including fingerprinting) will be conducted and personal and employment references will be checked; and
 - (iv) provides a Volunteer Application form (VLS-001) to the applicant.

 - (B) The community relations coordinator conducts an interview with each applicant using the Volunteer Interview form (VLS-004) and assesses the applicant's abilities, interests, and motivations for volunteer involvement.

 - (C) After interviewing the applicant, the community relations coordinator:
 - (i) sends the name-based criminal record request to Central Office Human Resources;
 - (ii) conducts a check of the personal and/or employment references; and
 - (iii) refers the applicant to an electronic fingerprinting session.

 - (D) The community relations coordinator determines whether or not the applicant meets the qualifications for enrollment as a volunteer and would be well-suited for a volunteer position.

 - (E) For applicants who qualify and are deemed to be appropriately suited for enrollment, the community relations coordinator assigns the volunteer pursuant to VLS.01.15.
-
-