



WATER FOR PEOPLE

WATER CORPS VOLUNTEER OPPORTUNITIES

Volunteer Recruitment and Vetting Process

A clear process is used to recruit and vet potential volunteers for specific Water For People volunteer opportunities, both overseas and in North America. The process is clear and transparent, and most important, is not a burden on Water For People's International Programs Group in Denver. Due to staff limitations, the International Programs Group does not currently have the time or the skills to run a human resources database and recruitment process each time a volunteer opportunity arises.

Instead, the work of recruiting volunteers would be managed by a U.S.-based group of volunteers known as the Standing Water Corps Volunteer Review Committee (VRC). Water For People will identify a group of qualified volunteers, based in the USA, to be responsible for the initial screening of volunteers for assignment. As volunteer opportunities increase, it is envisioned that more than one VRC could be operational at one time. VRCs could thus be thematic (such as a VRC for "Scoping Studies" or "Program Evaluations") or they could be country specific (such as a "VRC Malawi" that would manage all volunteer opportunities for Malawi).

It is suggested that the pilot process will operate as follows, to be evaluated in 2007 after a series of key volunteer missions have been completed.

First, a database of volunteers is needed. The Water Corps database is open for people to populate based on a specific volunteer opportunity, or for people to submit their information as someone who is interested in volunteer opportunities as they come up. The database will include a series of specific questions related to the potential volunteer's skills and experience, and include a place to submit his or her résumé.

Water For People will, as needed, develop a simple Call for Volunteers that will focus on specific volunteer opportunities, including the skills required, the time commitment needed, and the dates of the particular volunteer opportunity. The Call for Volunteers will be submitted by the International Programs Group to Water For People's vast network of allies and friends (Local Relations Committees, AWWA, WEF, IWA, etc.) to allow people within these networks time to submit their information to the Water Corps Database (unless already done in the past).

Once the deadline for submissions is reached, an initial search of the database will be conducted by a volunteer database manager. The database manager will complete an initial sort of the database to select people with the required skill set and experience to undertake the volunteer opportunity.

This list of potential candidates will then be submitted to the Standing Water Corps Volunteer Review Committee (VRC) for initial consideration. The VRC will short list the candidates and submit a request to the Water For People International Programs Group, who will then send a standard letter to the potential volunteer(s) asking if the volunteer is:

- Still interested in the volunteer opportunity
- Still available for the proposed dates of the mission
- Willing to be interviewed by the VRC
- Willing to allow the VRC to contact their references

All potential candidates who responded positively to all the questions above will then be interviewed by the VRC. The VRC will then make a recommendation on the volunteer(s) who they believe are best qualified for the proposed mission. This recommendation is made to the Programs Group, who will then either:



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- Agree with the recommendation and move forward with the training and logistics for the volunteer mission, or
- Ask the VRC to reconsider their recommendations and suggest a new list of potential volunteers.

This proposed process is visualized below following page. It is suggested that the process be tested using the two pending volunteer opportunities identified above (“Mapping” and “Scoping Studies”) and then reviewed again in mid-2007.

Water Corps Database – live, populated when specific calls for volunteers are made or by people wishing to be considered for future volunteer activities. Volunteers are responsible for getting their information into the database.

1. Call for Volunteers – Made by Water For People International Programs Group, on specific volunteer activities. Call will be made through local committees, AWWA, WEF and others. Call would include a closing date after which all people on the **Water Corps Database** will be considered.

2. Initial Search of Database – A volunteer database manager will conduct an initial sort through the **Water Corps Database** to identify all possible candidates who match the qualifications and project needs.

3. Standing Water Corps Volunteer Review Committee (VRC) – All potential candidates are submitted to the VRC, who will then develop a short list of candidates for consideration.

4. Confirmation of Volunteer Interest – A letter will be sent by to all short-listed candidates asking them to confirm their interest and availability in the proposed volunteer opportunity, and asking them to give the VRC permission to conduct interviews and contact references.

5. Vetting of Short-Listed Candidates – Completed by the VRC. Recommendations for volunteers for the specific volunteer opportunity are submitted to the International Programs Group for final acceptance.

6. Decision – Water For People will then either:

- Accept the recommendations and move forward with the volunteer work
- Return the list to the VRC asking for alternatives if the International Programs Group does not believe that the recommendations are appropriate for the proposed work, and await a new list of possible volunteers.