**WE CARE VOLUNTEER ASSESSMENT PROCESS (FRONT)**

1. **Applicant will complete Volunteer Application**
2. **Interest Interview with Director \***

* Review application
* Explanation of Assessment Process

1. **Pre-training Evaluation with Admin Assistant**

* Admin Assistant will conduct initial training with Applicant explaining policies and procedures for particular service area
* Questions may be asked and will be answered to determine feasibility of service

1. **Training with experienced staff in area of choice (minimum 3 shifts)**

* Admin Assistant will assign Applicant at least 3 shifts to train with experienced staff in particular service area
* Shifts will be with different staff in order to provide the best training possible for Applicant

1. **Post-training Evaluation with Admin Assistant (1 shift)**

* Admin Assistant will observe Applicant in service area, answering questions and offering help as needed
* Applicant will be given feedback as to feasibility of service

1. **Scheduling Interview with Director \***

* Volunteer Agreement will be reviewed
* Applicant will sign Volunteer Agreement
* Upon approval by Director, Applicant will be given options for permanent shifts on schedule
* Director will assign shifts and notify other volunteers

***\*ONLY Director will conduct Interest and Scheduling Interviews***