

ST. PATRICK'S CHURCH



Our Parish Communities
RC DIOCESE OF CALGARY

VOLUNTEER MINISTRY POSITION DESCRIPTION

Interviewer

Overview

The Interviewer plays a very significant role in the screening process of a volunteer. The interviewer requires the skills to determine whether an individual meets the standards for volunteering at St. Patrick's Parish. All medium and high risk volunteers will require a formal interview according to a prepared interview procedure and documents. Interviews will be conducted by a team of two persons.

Activities/Responsibilities

- Review the Volunteer Information Form.
- Have the volunteer complete a Background Information Form.
- Conduct a formal interview.
- Conduct reference checks.
- Give the volunteer a copy of the Police Check Information Form and Letter.
- Provide the volunteer with the information form to complete the on-line training program.

Skills, Experiences, Personal Traits and Qualifications

- Has good listening skills, is perceptive and dedicated to acquiring truthful answers.
- Is able to relate well with others.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.

Working Conditions

- This position requires time as required.
- First level and support is from the Volunteer Parish Screening Coordinator

Screening Checklist for this High Risk Position at St. Patrick's Church

- Completion of a Volunteer Information Form
- Agreement to the Diocesan Model Code of Conduct
- Interview
- Three personal reference checks
- A Vulnerable Sector Police Information Check
- Training and orientation; on-line training for the vulnerable.
- Supervision, periodic evaluations and participant follow-ups to be conducted

Parish Volunteer Screening Coordinator

Date: _____

Pastor

RC Bishop of Calgary-Rev.November,2013