

# Staff Recruiting

## Guidelines for Directors

Discuss with the potential volunteer staff the need to follow a process of application. Share with them the need to check references carefully to insure that our children are in the safest environment possible. The following handout is prepared so that you can share the suggested guidelines as they consider working with Pathfinders.

*Code of Conduct and Guidelines for Volunteers* (See posted file)

Ask each potential volunteer to read carefully and sign to return for club record.

Church/Club Tools for Staff Selection:

**Volunteer Staff Form Part 1** (See posted file)

Ask the potential volunteer to complete the form and return it to the director within two weeks- keep this form in your club records or shred as needed. Assure the volunteer that information shared is confidential and file accordingly with your club records.

**Staff Reference Form** (See posted file)

Print three for each volunteer to be used in correlation with the Part 1 form.

These forms are to be maintained by your club. (Do not send to the conference)

**Volunteer Staff Form Part 2** (See posted file)

Print this form out and have the elected staff member complete the form. The director will have to resend a new form if any part is omitted. Save a step and make sure that all information is completed including a witness signature. Submit by the calendar deadline.