



Fountain Gate Primary School

Volunteers Recruitment Process

Expression of Interest Online Form completed and submitted
(Automatically Notifies Linda Keech once Submitted)

Volunteer coordinator, Linda Keech, communicates with and interviews the volunteer to find out their goals, in person or via phone

Volunteer provides current copy of WWCC

Volunteer accepted into Induction Program

Accepted Volunteer will be contacted by the volunteer coordinator to complete the induction, working through the Volunteers Handbook modules online

Volunteer attends Induction meeting to finalise Induction process, Volunteer onboarded.

Volunteer information is provided to the Business Manager and is added to the volunteers list and presented at School Council

Volunteer/s depending on their area of interest will be called upon when required

Ongoing Volunteer Management

Communication with Volunteers, including updates and invitations

Review :

Recognition

Feedback

Evaluation

