

Clark County Wetlands Park

VOLUNTEER HIRING PROCESS

Initial Interview & Screening

- Completion of application
- Criminal Background Check form signed & dated
- References listed with telephone numbers
- Review of goals & objectives of Wetlands Park Volunteer Program
 - Candidate's qualifications
 - Preferred assignment/hours/availability
 - Details of job description
- Complete interview form

Orientation (after CBC clears & references checked)

- Set appointment
- Policies, procedures, timesheets, Individual Volunteer Participation Agreement form
- Volunteer Handbook & list of important telephone numbers
- Volunteer Badge given (one month); Name Badge (given at two months); Uniform sizes/ issue items at the successful completion of three months of service
- Upcoming training schedule
- Recognition for efforts
- Newsletter
- Trail Walk

Probation Period (90 days)

- Schedule training with experienced volunteer
- Evaluation of performance & recommendations
- Issue Uniform at the end of Probationary Period

Follow Up (Coordinator)

- Order ID badge
- Order & issue uniform
- Assign Alarm Code and issue key after probation period, if applicable
- Introduce new volunteer to Curator of Education