



Volunteer Role Risk Assessment Template

Volunteer Role Title (Include a brief description of the position or attach the volunteer position description):

Date:

Supervisor's Name & Position:

Department or Program:

Think about the roles, responsibilities, and accountabilities of the volunteer position. Identify the hazards/risks (either situational or structural), determine the risk's score on the matrix and record it in the table below. Identify the controls you will use to minimize or eliminate the risk.

Risk Assessment Matrix	<i>Severity</i>		
	Minor	Moderate	Major
<i>Likelihood</i>			
Likely	3	4	5
Possible	2	3	4
Unlikely	1	2	3

Hazard/Risk	Score	Controls
		Identify the controls to be put in place to reduce or minimize the risk and keep the individual, participants, and area safe.

Screening Tools Utilized for Selection

Screening tools utilized in the selection process depend on the level of risk associated with the volunteer position.

Please be advised that all volunteers must:

- 1. Fill out a volunteer application**
- 2. Provide references**
- 3. Undergo a Criminal Record Check with a Vulnerable Sector Search**

If a volunteer is working with people who are underage then they must undergo an Intervention Record Check. If a volunteer is doing direct work with the people we serve then it is also best practice to conduct an interview prior to selection.

Please use the following **Risk Assessment Matrix Key** as a guideline for choosing the screening tools you utilize. Keep in mind that screening processes are in place to protect the people we serve and all participants involved in your program. Please consult the Volunteer Coordinator if you have any questions about screening.

If you recorded scores of mostly 1	Candidates will: <ul style="list-style-type: none"> • Fill out a volunteer application • Provide references • Undergo a Criminal Record Check with a Vulnerable Sector Search
If you recorded scores of mostly 2	Candidates will: <ul style="list-style-type: none"> • Fill out a volunteer application • Provide references • Undergo a Criminal Record Check with a Vulnerable Sector Search • Phone interview
If you recorded scores of mostly 3	Candidates will: <ul style="list-style-type: none"> • Fill out a volunteer application • Provide references • Undergo a Criminal Record Check with a Vulnerable Sector Search • In person interview
If you recorded a significant number of scores of 4	Candidates will: <ul style="list-style-type: none"> • Fill out a volunteer application • Provide references • Undergo a Criminal Record Check with a Vulnerable Sector Search • Undergo an Intervention Record Check • Pre-screen phone interview • In person interview
If you recorded scores of mostly 4 OR If you recorded any scores of 5	<p>Please consult the Volunteer Coordinator as this position may need to be reworked to reduce any probable severe risk.</p>

<p>Screening Tools you have chosen based on the risk assessment:</p>	<ol style="list-style-type: none">1. _____2. _____3. _____4. _____5. _____6. _____7. _____
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Volunteer Supervisor's Signature: _____

Volunteer Coordinator's Signature: _____