

CANDIDATE ASSESSMENT TOOL – VOLUNTEER MANAGER

KEY ASSESSMENT AREA WHERE CANDIDATES MUST VALIDATE PROFICIENCIES BEFORE HIRE: Develop volunteer capacity and talent to meet organizational needs.

	ASSESSMENT	1	2	3	4	5	6	7	8	TOTAL
	CANDIDATES	Submission in Microsoft Word of two-(2) successful campaigns to recruit volunteers; and two-(2) examples of volunteer programs that improved the wellbeing of at-risk poor children.	Submission of two Microsoft PowerPoint presentations, each including audio and video content: one-(1) volunteer campaign specifically targeted to an audience of at-risk poor children; and one-(1) volunteer campaign specifically targeted to solicit adult volunteers to provide staff support and/or financial support for at-risk poor children.	Submission of a video (MP4, MOV, or DVD) of the candidate speaking before a public audience (no less than 10 people) to solicit adult volunteers to provide staff support and/or financial support for at-risk poor children.	Submission of Microsoft Excel documents that: (a) chart an increase in volunteer staffing for three-(3) consecutive years; (b) validate budget management; and (c) create a database of contacts and resources for the delivery of volunteer services, and achievement of volunteer program objectives.	Submission of no less than five-(5) anecdotal comments and/or references from employees, peers, and immediate supervisors validating candidate has successfully conceived, achieved, and sustained strategic business objectives for volunteer programs.	Submission of no less than five-(5) anecdotal comments and/or references from external media, vendors, clients, and customers validating candidate has successfully used team-leadership and persuasive skills to achieve volunteer program objectives.	Submission of documents validating candidate has directly developed curriculum to train both internal staff and external audiences on how to successfully deliver volunteer program services, and how to achieve volunteer program strategic objectives.	Education equivalent to Bachelor's Degree in Public Administration, social services, or related field.	
1.	CANDIDATE A	1	1	1	1	1	1	1	1	8
2.	CANDIDATE B									0
3.	CANDIDATE C	1	1	1		1	1			5
4.	CANDIDATE D	1	1			1		1		4
5.	CANDIDATE E		1		1	1		1	1	5
6.	CANDIDATE F									1
7.	CANDIDATE G		1		1	1				3