

Youthville Volunteer Screening Matrix

Position	Background Check	Drug Screen	MVR	Proof of Insurance	Statement of Confidentiality	KBI Abstract
Waiting Room Attendant	X	X			X	X
Mentor	X	X	X	X	X	X
Driver	X	X	X	X	X	X
Special Interest Volunteer	X				X	X
Office Support	X				X	X
Horsemanship Volunteer	X	X			X	X
Receptionist	X				X	X
Tutor	X	X	*	*	X	X
Resource Room Volunteer	X				X	X
Group One-Time Projects					X	
3 rd party Volunteer	X				X	X
Program Volunteer	X				X	X
FCS-Records Department Volunteer	X				X	X
Grant Writer Volunteer	X				X	X

The Volunteer Screening Matrix is a tool for you to use to see what screens are needed for every volunteer opportunity.

*Example: If you want to volunteer in the Kids Interaction Zone the necessary screens are background checks; KBI & Abstract; Drug Screen & Statement of Confidentiality.

All volunteer positions require an interviewing process as well as orientation and training, please see volunteer check list.

All screens take 3 to 4 weeks to receive results. Screens are no charge to the volunteer.

*It is anticipated that most tutoring opportunities will occur on Youthville premises. If there is a situation where a tutor wishes to transport a client to a different location - for example a library, a MVR and Proof of Insurance will be required.

If for any reason volunteers are deemed to need an additional level of screening for any position Youthville reserves the option to do so.

This decision will be made by the Volunteer Manager in consultation with Human Resources and the Chief Advancement Officer.

