

MS 126 Volunteer Recruitment and Selection: Organization, Mission, and Functions

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Responsible Office: Volunteer Recruitment and Selection

Table of Contents

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Issuance Memo (July 26, 2012)

Volunteer Delivery System Charter (July 26, 2012)

Table of Contents

- 1.0 Authority
- 2.0 Purpose
- 3.0 Organization
- 4.0 Office Missions
 - 4.1 Volunteer Recruitment and Selection
 - 4.2 Office of Recruitment
 - 4.3 Office of Placement
 - 4.4 Staging and Staff Development Unit
 - 4.5 Management Unit
- 5.0 Office Functions
 - 5.1 Volunteer Recruitment and Selection
 - 5.2 The Office of Recruitment

- 5.2.1 Regional Recruitment Offices
 - 5.2.2 Office of Diversity and National Outreach
 - 5.3 Office of Placement
 - 5.4 Staging and Staff Development Unit
 - 5.5 Management Unit
 - 6.0 Effective Date
-

1.0 Authority

Peace Corps Act, 22 U.S.C. 2504; 22 C.F.R. Part 305

2.0 Purpose

The purpose of this manual section is to describe the organization, mission, and functions of the Office of Volunteer Recruitment and Selection (VRS).

3.0 Organization

The Associate Director of the Office of Volunteer Recruitment and Selection heads this office and reports directly to the Deputy Director. VRS consists of four sub-offices within Peace Corps Headquarters, and Regional Recruiting Offices (RROs) supervised by the Director of Recruitment. The sub-offices within Peace Corps headquarters are: the Office of Recruitment, the Office of Placement, the Staging and Staff Development Unit, and the Management Unit.

4.0 Office Missions

4.1 Volunteer Recruitment and Selection

It is the mission of VRS to promote the Peace Corps and to recruit and place qualified men and women who represent the diversity of the United States to serve in overseas programs to meet the needs of Peace Corps' host countries.

4.2 Office of Recruitment

It is the mission of the Office of Recruitment to generate Peace Corps applications through local events and media in order to recruit and nominate U.S. citizens of all backgrounds for specific program areas according to their skills and qualifications.

4.3 Office of Placement

It is the mission of the Office of Placement to select and place qualified applicants who most closely match the expressed needs of the Peace Corps' host countries and who reflect the

diversity of the United States. The Office of Placement also educates and prepares applicants to achieve Peace Corps' three goals.

4.4 Staging and Staff Development Unit

It is the mission of the Staging and Staff Development Unit to transition trainees from the United States to their country of service by delivering pre-departure orientation events. In addition, the Staging and Staff Development Unit is responsible for designing and delivering staff development activities for VRS staff members.

4.5 Management Unit

It is the mission of the Management Unit to provide the essential resources and administrative support to enable VRS to deliver Peace Corps trainees to overseas posts through administering VRS' finances, personnel, and budget.

5.0 Office Functions

5.1 Volunteer Recruitment and Selection

The Associate Director for VRS:

- (a) Advises the Director of the Peace Corps and senior staff on Volunteer recruitment and selection issues, as well as matters involving public awareness of the Peace Corps' recruitment efforts;
- (b) Develops policy, procedures, and objectives to ensure the delivery of Peace Corps trainees in the numbers and general skill categories requested;
- (c) Manages those organizational units that recruit and select applicants as well as the administrative and infrastructure support for those functions;
- (d) Administers internal planning, personnel, financial and other administrative management systems and processes of VRS;
- (e) Directs research, analyses, studies, and functions related to the mission of VRS; and
- (f) Serves as head of the [Volunteer Delivery System Steering Committee](#) Secretariat.

5.2 The Office of Recruitment

The Office of Recruitment manages the Regional Recruitment Offices and the Office of Diversity and National Outreach. This office develops the recruitment strategies aimed at attracting a diverse applicant pool that is representative of the American population and qualified to serve as Volunteers.

5.2.1 Regional Recruitment Offices

- (a) Design and manage programs and activities to attract qualified and suitable individuals for Volunteer service including those managed by field-based and strategic recruitment staff;

- (b) Develop written communications plans and media strategies designed to generate specific recruitment leads, as well as to increase public awareness of the Peace Corps' mission;
- (c) Initiate and maintain extensive area-wide community relationships, including those with returned volunteers, to ensure long-term, continuous support of the Peace Corps;
- (d) Conduct initial applicant screening, qualification, and nomination; and
- (e) Counsel applicants on process requirements, program availability, and expectations for service.

5.2.2 Office of Diversity and National Outreach

- (a) Coordinates and implements a comprehensive program for the recruitment of diverse and scarce skill applicants;
- (b) Develops diversity and scarce skill recruitment resources and builds relationships with organizations and universities that can advance Peace Corps' diversity and scarce skill recruitment efforts;
- (c) Provides guidance and serves as a resource for information and marketing materials to Regional Recruitment Office (RRO) staff; and
- (d) Provides administrative support and liaison functions to the RROs.

5.3 Office of Placement

- (a) Operates, monitors, and recommends improvements to the system through which Peace Corps applicants are processed to determine overall suitability and qualifications for assignment;
- (b) Disseminates information to RROs and other Peace Corps offices concerning overall trainee requests, trainee availability, and ultimate trainee input;
- (c) Consolidates worldwide requests for trainees and develops a nationwide recruitment report;
- (d) Provides an objective and final review of the application materials to determine an applicant's suitability and eligibility for Peace Corps service, as provided by the Peace Corps Act and Peace Corps rules and guidelines;
- (e) Counsels applicants on process requirements, program availability and expectations for service; and
- (f) Makes final placement evaluation decisions and assigns qualified applicants to country specific projects.

5.4 Staging and Staff Development Unit

- (a) Directly supports the needs of the Regions and overseas posts in registering trainees for service, orienting them to the Peace Corps, and preparing them for further training at post; and
- (b) Coordinates and promotes VRS staff development.

5.5 Management Unit

- (a) Provides budget oversight and guidance to VRS Headquarters and Regional Offices to ensure that procedures are outlined and followed;
- (b) Acts as the liaison for all personnel and employee relations matters, requests, issues and concerns for VRS by providing guidance, advice and training on standardized human resources processes and procedures; and
- (c) Provides planning and management oversight and advice to the RROs and VRS Headquarters to ensure continuity and consistency of operation.

6.0 Effective Date

The effective date is the date of issuance.