



Recruitment:

Potential Workshop Technicians are asked to:

1. Review the Workshop Technician role description at <http://camara.org/volunteer/>.
2. Contact the Volunteer Manager at stephani Nolan@camara.org to express an interest in the role and submit a CV
3. Attend a Tuesday Workshop Tour and informal interview or if not in the country have a Skype interview with the Workshop Supervisor/Manager
4. Indicate if still an interest in role after the tour & interview
5. Provide contact information for two referees
6. If offered the role and accept it, complete online registration form and review welcome pack (volunteer handbook and policy) - the offer is subject to the receipt of satisfactory references and self-disclosure re convictions.
7. If unsuccessful refer volunteers to their local Volunteer Centre to learn about other opportunities

Potential Office volunteers are asked to:

1. Review the relevant role description at <http://camara.org/volunteer/>.
2. Email a CV and cover letter to stephani Nolan@camara.org if interested in the role
3. Attend an informal face to face interview where possible (skype otherwise)
4. Provide contact information for two referees
5. If offered the role and accept it complete the online registration form and review welcome pack (volunteer handbook and policy) - the offer is subject to the receipt of satisfactory references and self-disclosure re convictions.
6. If unsuccessful refer volunteers to their local Volunteer Centre to learn about other opportunities

Selection

It is important to note that candidates are asked before interview if they have any special requirements for the interview.

In terms of the Workshop, Camara Education regrets that it may not always be able to accept every application for a Workshop Technician. The decision is dependent on the volume of work in the Workshop at a given time and the number of other Workshop Technicians in situ at that point. All volunteers will be asked the same interview questions to ensure consistency and fairness in evaluating candidates.

In terms of the office volunteers there is a need to ensure the right volunteer is matched with the right role therefore not every candidate will be accepted. As above, all volunteers will be asked the same interview questions to ensure consistency and fairness in evaluating candidates.