

# MS 126 VOLUNTEER RECRUITMENT AND SELECTION ORGANIZATION, MISSION, AND FUNCTIONS

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Responsible Office: Volunteer Recruitment and Selection

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## 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 (AD/VRS) heads this office and reports directly to the Chief of Staff/Operations. VRS consists of four sub-offices within Peace Corps Headquarters, and eleven Regional Recruiting Offices (RROs). The sub-offices within Peace Corps headquarters are: the Office of Domestic Programs, the Office of Placement, the Office of Diversity Recruitment, and the Office of Recruitment Support, all which report to the AD/VRS.

## **4.0 OFFICE MISSIONS**

### **4.1 Volunteer Recruitment and Selection**

It is the mission of VRS to ensure the recruitment, selection and placement of Trainees requested by posts for overseas service assignments.

### **4.2 Domestic Programs**

It is the mission of the Office of Domestic Programs (ODP) to fulfill the Agency's third goal mandate to increase understanding of other peoples on the part of the American people and further Peace Corps recruitment goals.

### **4.3 Office of Placement**

It is the mission of the Office of Placement (OP) to select, place, and deliver qualified applicants who most closely match the expressed needs of the Peace Corps' host countries and who reflect the diversity of the United States; to educate and prepare applicants to meet Peace Corps' three goals; and to facilitate the collection, processing, and dissemination of information related to the functions of this office.

### **4.4 The Office of Diversity Recruitment**

It is the mission of the Office of Diversity Recruitment (ODR) to support VRS in its efforts to attract, recruit, and retain, a diverse cadre of Volunteers; to outreach to targeted populations to educate and inform them about the benefits of Peace Corps service; and to inform both internal and external customers on the diversity recruitment results and trends.

### **4.5 Office of Recruitment Support**

It is the mission of the Office of Recruitment Support (RS) to support and improve the overall effectiveness and efficiency of the Volunteer recruitment and nomination process. The office achieves this mission by providing the RROs and VRS senior staff with operational support, representation, training, and information resulting from program monitoring, analysis, and evaluation. The office's objective is to provide prompt, superior assistance that addresses the needs and expectations of the office's customers.

## **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. The AD/VRS is ultimately responsible for the quality and quantity of production and achievement in these areas;
- (d) Administers internal planning, personnel, financial, and other administrative management systems and processes of VRS;
- (e) Coordinates administrative processes between headquarters and RROs; and

- (f) Performs research, analyses, studies, and functions related to the administrative management of VRS.

## **5.2 Domestic Programs (VRS/DP)**

### **The Office of Domestic Programs:**

- (a) Administers the Coverdell World Wise Schools (CWWS), Returned Volunteer Services (RVS), Peace Corps Week, Master's International (MI) and Fellows/USA (University) programs;
- (b) Coordinates Agency liaison with the National Peace Corps Association (NPCA) and with Returned Peace Corps Volunteers (RPCVs) special interest groups;
- (c) Interprets and recommends policies related to services and benefits for RPCVs;
- (d) Maintains the Agency database of addresses of RPCVs to engage their participation in local recruiting events and other post-service activities, and to assure their ongoing connection with the Peace Corps;
- (e) Coordinates annual invitation and registration of RPCVs to make presentations on their Peace Corps experiences in American classrooms and communities, and other activities for the annual Peace Corps Week observance; and
- (f) Develops and maintains contact with public and private organizations to promote job opportunities for RPCVs, and with educational institutions to promote the establishment of fellowships and to encourage the award of academic credit for Peace Corps training and service.

### **5.2.1 Coverdell World Wise Schools (VRS/DP/WWS)**

#### **The Coverdell World Wise Schools program:**

- (a) Links U.S. students (grades 3-12) with current and past Peace Corps Volunteers;
- (b) Develops cross cultural educational materials including literature, Web-based lesson plans, videos, and study guides for use by teachers;
- (c) Provides ongoing support to teachers, Volunteers, and RPCVs participating in the program;
- (d) Develops partnerships with organizations and agencies to further the goals of the program; and
- (e) Maintains a nationwide database of RPCVs to speak in classrooms about their Peace Corps experiences.

### **5.2.2 Returned Volunteer Services (VRS/DP/RVS)**

#### **The Returned Volunteer Services program:**

- (a) Provides career, educational and readjustment information to RPCVs during the first year after termination of their Volunteer service; and
- (b) Provides career transition and readjustment materials for overseas close-of-service activities.

### **5.2.3 Office of University Programs (VRS/DP/OUP)**

#### **The Office of University Programs:**

- (a) Establishes and maintains collaborative relationships with colleges and universities that offer individuals the opportunity to combine studies toward master's degrees with Peace Corps service through the Master's International program;

- (b) Establishes and maintains collaborative relationships with colleges and universities that offer RPCVs graduate fellowship programs that combine community internships with degree studies; and
- (c) Provides technical advice to partner universities to ensure success of prospective, current and returned Volunteers participating in Peace Corps University Programs.

### **5.3 Recruitment Support (VRS/OPS/RS)**

#### **The Office of Recruitment Support:**

- (a) Coordinates recruitment activities between headquarters and RROs and serves as the liaison with the RROs regarding recruitment concerns;
- (b) Develops internal applicant file management strategy and nomination control procedures for RROs;
- (c) Provides administrative support and liaison functions for the Public Affairs Specialists;
- (d) Establishes Trainee goal recommendations for each of the RROs and manages the tracking of production;
- (e) Provides administrative and management support to RROs;
- (f) Provides administrative support and liaison functions for the Public Affairs Specialists in the RROs;
- (g) Communicates with offices within and outside of the Peace Corps on matters relating to recruitment functions; and
- (h) Maintains, monitors, and recommends improvements to the applicant/Trainee database and other information systems related to the mission of VRS. Makes changes to the systems as appropriate, with oversight provided by the Office of the Chief Information Officer (CIO).

### **5.4 Diversity Recruitment (VRS/OPS/DR)**

#### **The Office of Diversity Recruitment:**

- (a) Coordinates and implements a comprehensive program for the recruitment of diverse and scarce skill applicants;
- (b) Develops diversity and scarce skill 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 RRO staff; and
- (d) Defines, develops, and conducts related training programs at headquarters and for RRO staff.

### **5.5 Placement (VRS/OPS/P)**

#### **The 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) Reviews country Trainee requests and recommends to posts ways to improve fill rates;
- (d) Consolidates worldwide requests for Trainees and develops a nationwide recruitment report;

- (e) Provides final screening of all applicant files to ensure that applicants meet skill and program criteria as established by VRS guidelines;
- (f) Provides an objective and thorough final review of the application materials to determine the applicant's suitability for Peace Corps service, as provided by the Peace Corps Act and Agency rules and guidelines;
- (g) Counsels applicants on process requirements, program availability, and expectations for service;
- (h) Makes final placement evaluation decisions and assigns qualified applicants to country specific projects;
- (i) Reviews applicant files to ensure that all legal requirements for Peace Corps Volunteer service are met under the guidance of the General Counsel (D/GC);
- (j) Oversees the process through which Peace Corps applicants receive security clearances before being sworn in;
- (k) Develops, maintains, and monitors systems that provide applicants with eligibility information regarding financial circumstances; and
- (l) Establishes and maintains Peace Corps' applicant record system; and manages the record retirement/destruction process of the Peace Corps Volunteer applicant records system in coordination with the Agency Records/Forms Management Officer of Administrative Services (M/AS).

## **5.6 Regional Recruitment Offices (VRS/RRO)**

### **The Regional Recruitment Offices:**

- (a) Design and manage programs and activities to attract qualified and suitable individuals for Peace Corps Volunteer service;
- (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 RPCVs, to ensure long-term, continuous support of the Peace Corps;
- (d) Make initial applicant screening, qualification, and nomination decisions; and
- (e) Counsel applicants on process requirements, program availability, and expectations for service.

## **6.0 EFFECTIVE DATE**

The effective date is the date of issuance.