



Recruitment Process for Volunteer Saw Instructor-in-Training (VSI-T)

This document outlines identifying, screening, recruiting, and enrolling sawyers and teachers into the PCTA's Volunteer Saw Instructor-in-Training Program.

Milestones:



1. Identify and Track VSI-T Candidates

Identify a VSI-T Candidate, but most likely, it will be a current PCTA Volunteer Saw Instructor (VSI), volunteer group leader, crew leader, staff member, or agency partner who recognizes a sawyer's talent, ability to teach others, and leadership skills. Candidate names and contact info, along with names of potential references, are sent to PCTA's local Regional Representative and Saw Program Coordinator. The Candidate is added to the Saw Program VSI-T Candidate list.

2. Review Input and Assign Mentor

The Saw Program Coordinator will ensure at least two VSIs have recently observed the Candidate in the field and working with other volunteers, and those VSIs feel the Candidate is appropriate for recruitment into the VSI training program. At least one of these VSIs should be willing to engage the Candidate for recruiting purposes, and Mentor the Candidate through the entire training and designation process. The Saw Program Coordinator ensures the Regional Rep and local volunteer group leader (if applicable) also have a chance for input before assigning a Mentor.

3. Mentor, Recruit, and Educate Candidate

The designated Mentor approaches the Candidate to explore the idea of becoming a VSI-T, and ultimately a VSI. If the Candidate is interested, the Mentor offers to familiarize the Candidate with the process. Over time, the Mentor shares VSI program information beginning with VSI-T Expectations, Mentoring, and the VSI-T Taskbook, and then the additional materials in the Saw Program binder until the Candidate is familiar with PCTA's saw program as a whole. The Mentor stays in contact while keeping the Saw Program Coordinator, and Regional Rep updated until both the Candidate and Mentor feel they are ready to enroll in the VSIT Program.

4. Mentor Nominates Candidate

When the Candidate feels they are fully informed and ready to commit to the VSI-T program and the Mentor concurs, the Mentor will notify the Saw Program Coordinator and Regional Rep, nominating the Candidate into the VSI-T program. The Saw Program Coordinator confirms that the Mentor has discussed with the Candidate all important information and informs the Trail Operations Director and Volunteer Programs Coordinator that a new VSIT has been nominated.

5. Candidate is Enrolled in VSI-T Program

Saw Program Coordinator sends the Candidate a written invitation to join the PCTA's Saw Program as a VSIT, along with a Letter of Intent to be signed by the Candidate and Mentor. The signed Letter of Intent is returned to the Saw Program Coordinator, who arranges to have the VSI Binder, including the Task Booklet, sent to the new VSI-T.