

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

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Responsible Office: Office of Volunteer Recruitment and Selection (VRS)

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Attachment

Attachment A – University Engagement Programs Managed by the Office of University Programs

[Volunteer Delivery System Steering Committee Charter and By-Laws](#)

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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 heads this office and reports directly to the Deputy Director. VRS consists of five sub-offices within Peace Corps Headquarters, in addition to Regional Recruiting Offices (RROs) supervised by the Director of Recruitment. The sub-offices within Peace Corps headquarters are: the Office of Recruitment and Diversity, the Office of Assessment and Placement, the Management Office, the Office of University Programs, and the Office of Analysis and Evaluation.

4.0 Office Missions

4.1 Office of 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 and Diversity

It is the mission of the Office of Recruitment and Diversity to generate Peace Corps applications through local events, marketing, social recruiting, referrals, outreach and media in order to recruit U.S. citizens of all backgrounds that represent the diversity of the United States for specific program areas according to their skills and qualifications.

4.3 Office of Assessment and Placement

It is the mission of the Office of Assessment and Placement to assess 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 Assessment and Placement also helps to educate and prepare applicants to achieve Peace Corps' three goals.

4.4 VRS Management Office

It is the mission of the VRS Management Office 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.

4.5 Office of Analysis and Evaluation

It is the mission of the Office of Analysis and Evaluation to collect, analyze and report data related to VRS activities, strengthening the measurement and evaluation of VRS performance and programs.

4.6 Office of University Programs

The mission of the Office of University Programs is to generate a more diverse and qualified Peace Corps' applicant pool and facilitate education benefits for returned Peace Corps Volunteers by building and maintaining university engagement programs.

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 and assessment efforts;
- (b) Develops policy, procedures, and objectives to ensure the delivery of Peace Corps trainees in the numbers and general sectors and skill categories requested;
- (c) Manages those organizational units that reach out to diverse communities, and which recruit, assess, select and prepare applicants for departure, as well as those which provide 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, evaluations and functions related to the mission of VRS;
- (f) Ensures performance of the authorities related to the Kate Puzey Act that have been delegated to the Associate Director under Attachment K of MS 114 *Delegation of Authority*.
- (g) Informs the Office of Congressional Relations whenever the Peace Corps Director approves a proposal to open, close, significantly reduce, or suspend a Regional Recruiting Office so that appropriate Congressional committees may be notified.

- (h) In collaboration with the Office of Communications, ensures that appropriate country-specific information is provided to applicants, as required by the Farr-Castle Act, based on information provided by the Office of Safety and Security, Office of Health Services, and other offices; and that applicants, after receiving such information, have the opportunity to be considered for service in another country.

5.2 The Office of Recruitment and Diversity

- (a) In consultation with the Chief Diversity Officer, develops national strategies, programs and outreach activities aimed at attracting a diverse applicant pool that is representative of the U.S. population and qualified and suitable to serve as Volunteers in assignments requested by overseas Peace Corps programs.
- (b) Coordinates and implements a comprehensive program for the marketing and recruitment of applicants that have the skills and qualities required for Volunteer service;
- (c) Provides essential national outreach to build relationships with organizations to advance Peace Corps' diversity and recruitment efforts and to help build an inclusive culture that welcomes applicants and Volunteers who reflect the diversity of America;
- (d) Initiates and maintains extensive area-wide community relationships within target communities and institutions, including productive relationships with RPCV groups, to ensure long-term, continuous support of the Peace Corps;
- (e) Conducts initial contact with potential applicants, guiding them through the application process, program availability and requirements, and setting expectations for service.

5.3 Office of Assessment and Placement

- (a) Operates, monitors, and recommends improvements to the system through which Peace Corps applicants are assessed to determine overall suitability and qualifications for assignment;
- (b) Disseminates information to RROs and other Peace Corps offices concerning overall trainee requests, trainee availability, assessment trends, and ultimate trainee input;
- (c) In coordination with the Office of Global Operations and its Regions, consolidates worldwide requests for trainees and develops a nationwide report of recruitment needs;
- (d) Provides an objective and final review of the application materials and assessments 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 invites qualified applicants to country-specific projects.

5.4 VRS Management Office

- (a) Provides budget oversight and guidance to VRS Headquarters and Regional Offices to ensure that procedures are outlined and followed;
- (b) Acts as the VRS liaison for all personnel and employee relations matters, requests, issues and concerns, 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.

5.5 Office of Analysis and Evaluation

- (a) Collects and analyzes data for VRS activities, including performance metrics related to applicant recruitment, assessments, placements, invitations and assignments, and pre-departure staging;
- (b) Reports data and analysis to RROs and other operational VRS units, to VRS leadership, and to other Peace Corps offices;
- (c) Supports the data needs of the Volunteer Delivery System Steering Committee;
- (d) Serves as liaison and coordinates data with the Peace Corps Office of Strategic Information, Research and Planning, the Office of Global Operations, and other offices; and
- (e) Strengthens the measurement and evaluation of VRS performance and programs.

5.6 Office of University Programs

- (a) In collaboration with other VRS offices and in support of agency objectives, crafts and executes the strategy for the Peace Corps' engagement with U.S. colleges and universities.
- (b) Liaises with university faculty, staff, and students, as well as other VRS offices, to promote, build, and maintain four university engagement programs: Campus Ambassadors, Peace Corps Prep, Paul D. Coverdell Fellows, and Strategic Campus Recruiters. (See MS 126 Attachment A for descriptions of the four programs.)

6.0 Effective Date

The effective date of this Manual Section is the date of issuance.