

<https://goo.gl/7eBwfg>

*RECRUITING & MANAGING
VOLUNTEERS FOR COMPETITIONS
AND LEADERSHIP*

WE 
VOLUNTEERS

Myths, Truths, and Sins

Myths

- Not enough people
- Nobody wants the job
- I can do it myself



Truths

- Endless supply
- Let them do it
- It takes work



Sins

- Accept resistance
- Don't invest in change
- Remain within our organization





Developing your Program

- Determining the Purpose
- Building an Infrastructure
- Implementing the Program
- Keeping the Course



Determining the Purpose/Goals

- Current Program
 - Appropriate
 - Safe
 - Feasible
 - Valuable
- Assess Needs and Wants
 - Hosting a meet
 - Recruiting a new coach
 - Reforming a board



Building the Infrastructure: The Nuts and Bolts

- Proposal
- Expectations
- Policies and Rules
- Risk Management Plan
- Contracts
- Budget







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Budget Worksheet

Category	Sample Items	Estimated Amounts
Staff salary and benefits		
Equipment		
Office supplies		
Other supplies		
Other materials		
Printing/copying		
Postage		
Advertising/marketing		
Events		
Food		
Other		

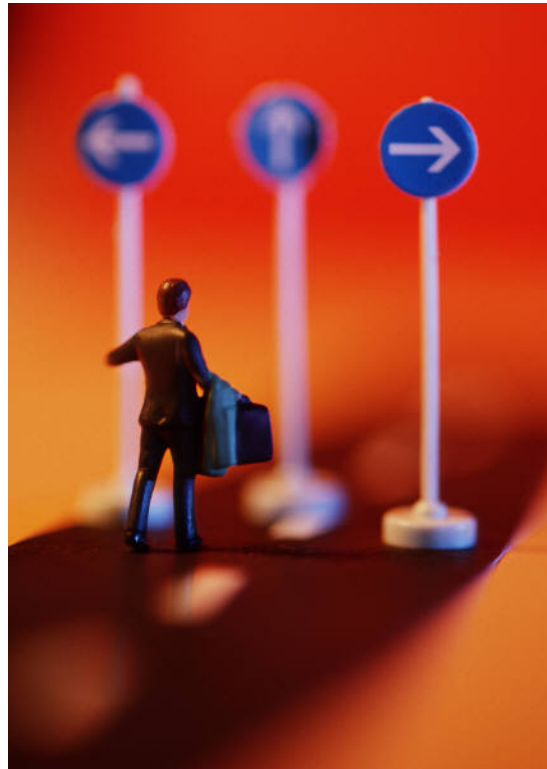
Building the Infrastructure: Support Staff



- Encourage
- Reward
- Collaborate

- Coordinator
- Recruiter
- Trainer

Building the Infrastructure: Job Descriptions



Building the Infrastructure: Description Ideas



Building the Infrastructure: Features & Benefits



Implementing the Program

Recruiting

- Strategies
- Timelines
- Costs
- General labor
- Specific skills



Implementing the Program

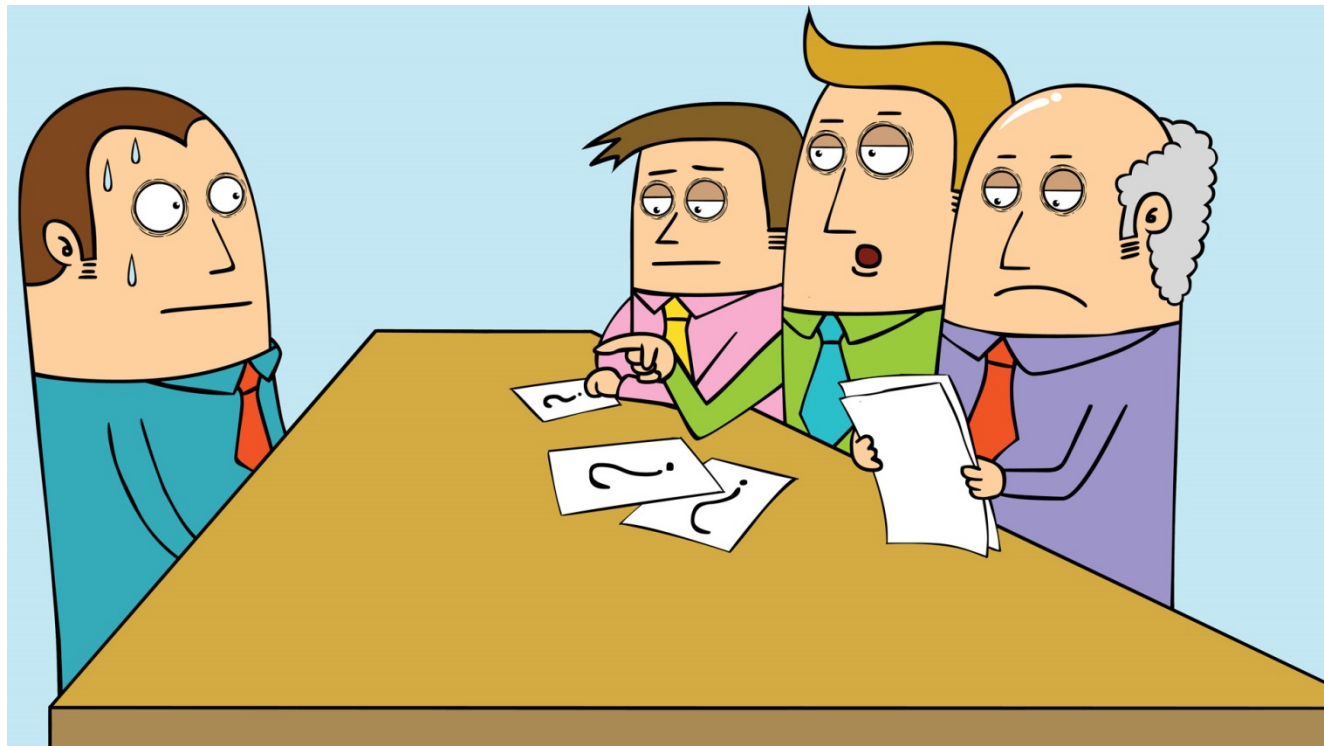
Communication Strategy

- Promote the features and benefits
- Target your market

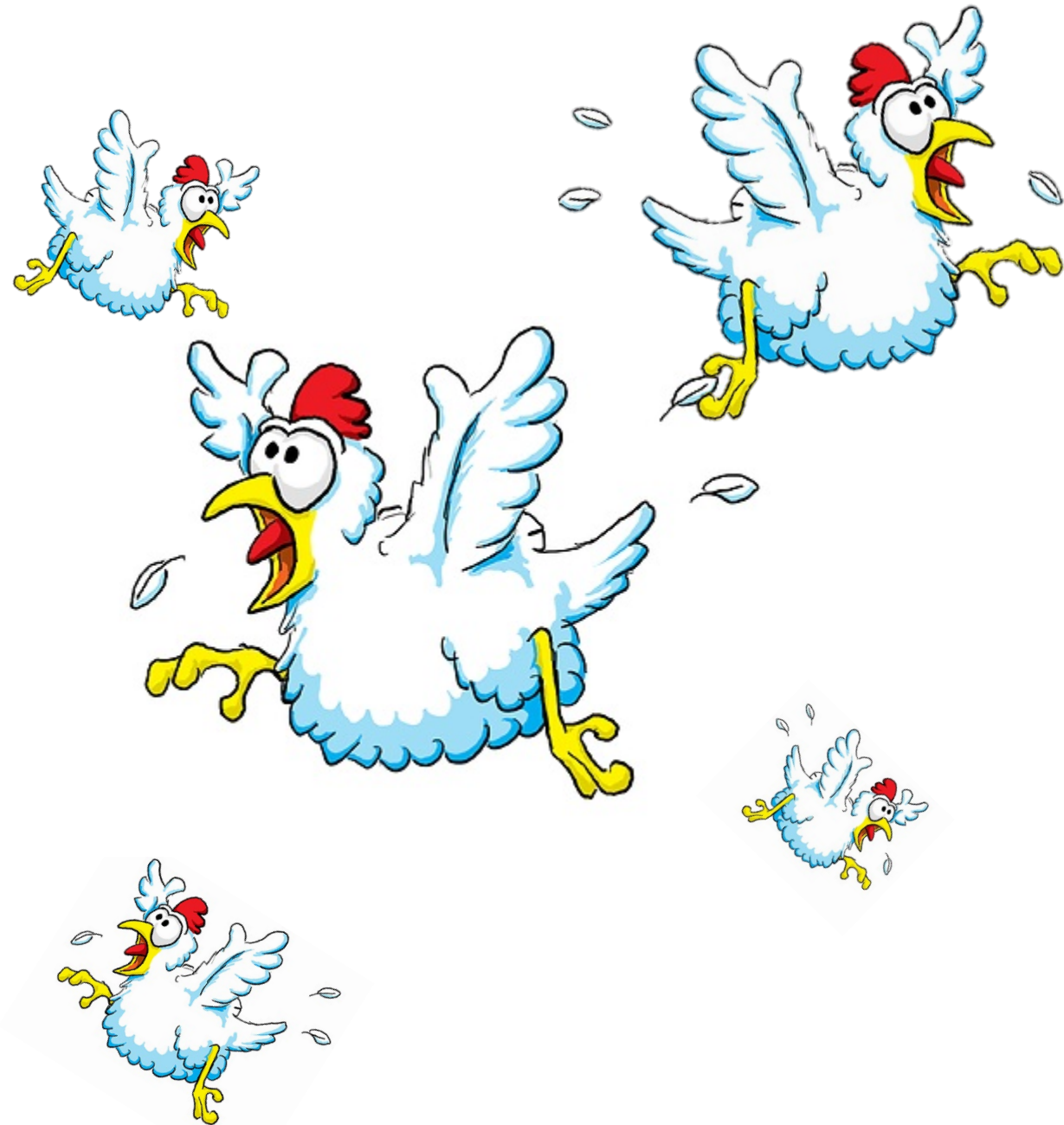


Implementing the Program

- Interviewing
- Screening



Implementing the Program



Implementing the Program

Training and Orientation

- Training Plan
- Handbooks



Keeping the Course

- Rewards
- Recognition



Keeping the Course

- Reviewing



Keeping the Course

- Tracking
- Evaluating



BUDGET WORKSHEET

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REQUEST FOR VOLUNTEERS

Title of Position _____

Impact Goal /Purpose/Objective_____

Number of Volunteers Needed: _____

Timeframe/Hours/Length of Commitment: _____

Worksite Location:_____

Description of the Task to Be Performed:

Key Responsibilities and Tasks _____

Expectations _____

Qualifications_____

Position Benefits _____

Qualifications:

Skills:_____

Attributes:_____

Anything that may disqualify candidate: _____

Training/Support Provided _____

Supervisor (name, phone, email) _____

SAMPLE INTERVIEWING QUESTIONS

- What interested you about this volunteer position?
- Is there an aspect of our mission that motivates you to want to volunteer?
- Tell me the story of how you chose your education program OR career path OR life work?
- Have you volunteered in the past?
 - Yes: What have you enjoyed most about previous volunteer work?
 - No: What have you enjoyed most about previous paid work or other activities?
- Are you involved in other organized activities?
- What special skills would you like to utilize as a volunteer?
- Are there tasks that you do not want to do as a volunteer?
- Can you briefly talk about your experiences as they relate to this position?
- What would you say are three of your strengths?
- Do you prefer working independently or with a group?
- What would be the ideal volunteer job for you and why?
- Describe your ideal supervisor.
- What are your expectations of our organization? Of our employees?
- What are your personal goals for this experience?
- Do you have any concerns about what we expect of you?
- Are you willing to make a time commitment of ____?
- Are you interested in some training pertinent to this position?
- Do you have any questions that you would like to ask us?

EVALUATING PROGRAM/VOLUNTEERS

- When are volunteers available?
- What do they enjoy most?
- What do they not enjoy?
- What are they best at?
- What motivates them?
- How do they like to be recognized?
- How many hours did they volunteer?

PLANNING AND EVALUATION

Element of a Successful Volunteer Program	Score	Plans to Improve
Volunteers are familiar with mission of organization		
Written proposal		
Written risk management Plan		
Contracts/agreement forms		
Budget was successful		
The need for volunteers was assessed		
Communication/recruitment strategy was useful		
All volunteer tasks have a written position description		
Rewards or recognition was enjoyable		
Staff and volunteer work together to identify position		
Risk management plan had to be used		
Training of volunteers was successful		
Coordinator/recruiter/trainer did a good job		