

SV101: Find and Keep Volunteers

Overview *(DRAFT)*

This learning event stresses the value of volunteers in rural and remote community recreation. You will explore some tips and tools to help you engage local residents in the delivery of community-based activities and events.

SV101 - Find and Keep Volunteers was designed and prepared by Brenda Herchmer with input from Mia Lee and editing by Caroline Sparks. Development was funded by the Arctic Inspiration Prize.

Dates:

Trainer:

Week 1 Activities:

1. Review Presentation1 before the first conference call
2. Review the questions in Required Learning Activity (RLA) #1. Be prepared to discuss them during the conference call.
3. Join the conference call. If you cannot join conference call #1, post your responses to the questions in the Week 1 Forum by _____.

Required Learning Activity #1

Be prepared to discuss the following questions during the first conference call.

1. What do you see as the benefits of having volunteers involved in recreation in your community?
2. How is volunteering in Northern communities different today, compared to when your parents grew up?
3. Choose one way to recognize volunteers that you haven't done before, but would like to try (see slide #21 in Presentation 1 for suggestions).
Note: If you cannot join the call, please share your answers to these questions in the Week 1 Forum by _____.
4. Begin working on Required Learning Activity #2 (due the beginning of Week 2).

In Week 2, we will ...

Week 2 Activities

1. Review the Week 2 presentation slides.
2. By Monday, complete RLA#2 by posting your volunteer interview in the Week 2 Forum (see details below). Take time to read other participants' posts.

3. Join the second conference call. Be prepared to discuss your thoughts about this learning activity.
Note: If you cannot join conference call #2, post RLA #2 and listen to the recording.
4. Complete RLA #3 Volunteer Position Description by the end of Week 2.

Required Learning Activity #2: Getting to Know Your Volunteers

Share RLA#2 by Monday, _____.

1. Use the Window of Work form (Handout 1) to interview a potential volunteer. This will take about 15 minutes and will result in an interesting conversation.
2. Post your interview in the Week 2 Forum by Monday, _____.
3. Read others' posts.
4. Prepare to share your thoughts during the 2nd conference call on _____.
5. Before the conference call, review the presentation slides for Week 2.

Required Learning Activity #3: Volunteer Position Description

Share RLA #3 by _____ in the Week 2 Forum

1. Prepare a Volunteer Position Description for an existing or new volunteer position in your organization or community.
2. Use the Position Description form (Handout #2) and the Group Terms of Reference (Handout 4). If you're unsure how to write a position description, see the sample volunteer description (Handout #3).
3. Post your Volunteer Position Description in the Week 2 Forum by _____.

References

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- Ellis, J. (2015). *Best Practices in Volunteer Management: An Action Planning Guide for Small and Rural Nonprofit Organizations*, Volunteer Canada, Retrieved from http://www.volunteeryukon.ca/uploads/general/Best_Practices_Volunteer_Management.pdf
- Vista Campus (?). *Orienting and Training Volunteers*, Retrieved from <https://www.vistacampus.gov/book/export/html/11024>
- Volunteering Australia. *101 Ways to Recognize Your Volunteers*, Retrieved from <https://volunteeringaustralia.org/wp-content/uploads/VA-Managers-101-Ways-to-Recognise-Your-Volunteers.pdf>
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Volunteer Canada. How do we recognize volunteering in 2017? Retrieved from www.volunteercanada.ca