

Find and Keep Volunteers

SV101 – Part 2



Find and Keep Volunteers

Imagine hosting an event in your community without volunteers...in most cases, it just wouldn't happen!

Quality volunteers are essential for successful recreation activities and events in rural and remote communities. So how do we find, motivate and keep them?

In this learning event, explore resources and tools to help you involve and engage local residents and make a difference in your community.



Learning Objectives

- Recognize the value of volunteers in recreation.
- Explain the increasing importance of engaging local volunteers.
- Understand useful strategies for recruiting, motivating, recognizing and keeping volunteers.

Required Learning Activity 2

Get To Know Your Volunteers:

1. Use the Window of Work form to interview a potential volunteer. This will take about 15 minutes and will result in an interesting conversation.
2. Post your interview in the _____ Forum by _____.
3. Read others' posts.
4. Prepare to share your thoughts during the conference call on _____.

NOTE: If you cannot participate on the call, interview a potential volunteer using the Window of Work form and post in the _____ Forum by _____ .

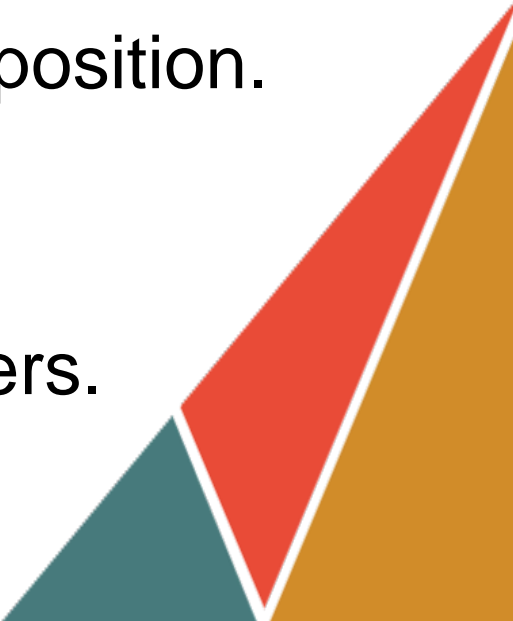
Required Learning Activity 3

Volunteer Position Description

1. Prepare a Volunteer Position Description for an existing or new volunteer position in your organization or community.
2. Use the Position Description template (Word File or PDF).
3. Post your Volunteer Position Description in the _____ Forum by _____.

HINT: Check out the October 2017 forum for examples of position descriptions completed by previous SV101 participants.

So, How Do We Recruit and Retain Quality Volunteers?

1. Understand and respond to volunteer trends.
 2. Focus on creating “community”.
 3. Apply the volunteer involvement cycle.
 4. Be clear about the specific talents you are seeking.
 5. Communicate the value or benefits of the volunteer position.
 6. Reverse the recruitment paradigm by tapping into a volunteer’s “glad gifts”.
 7. Be creative and personal about recognizing volunteers.
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4. Be clear about the particular talents you are seeking

Organization Logo	<u>Position Description Template</u>	
Title of Position: _____		
Responsibilities: <i>(general description, anticipated overall outcomes or primary purpose of the position)</i>		

Reports to: _____	Email: _____	Phone: _____
Location: _____		

Benefits: <i>(Provide the answer to the question, "What's in it for me"? For a staff position this may be salary and benefits but for a volunteer position, this could also be "a chance to make a difference in someone's life, "gain leadership experience", "learn new skills", a letter of reference for a student etc.)</i>		
<ul style="list-style-type: none">•••		
Specific Duties and Tasks:		
<ul style="list-style-type: none">•••		
Skills, Knowledge and Attitudes: <i>(describe what you are looking for in the ideal candidate for this position)</i>		
<ul style="list-style-type: none">•••		
Time Requirements:		

6. Reverse the recruitment paradigm by tapping into a volunteer's "glad gifts" (developed by Ivan Scheier)

<p>1. Glad Gifts ... any talents, skills, interests and hobbies that you do well and you would enjoy sharing.</p>	<p>2. Quests (or Yearn-to-Learn)... those things you would like to learn more about or skills you might like to develop.</p>
<p>3. No, No... please don't ask: What one doesn't like or what one would never want to be asked to do.</p>	<p>4. I think the world would be a better place if... What is it one values?</p>

Sample
Application/Interview Form
(based on Ivan Scheier's Window of Work)



Thank you for taking the time to complete this form. It has been designed to help us locate a special place for you within our organization. By providing this information, we are better able to tailor a position just for you. We know if we can ensure an enjoyable environment for you, we are more strongly positioned to accomplish a rewarding and beneficial relationship between you and our organization.

Our Mission: *(to be added by organization)*

1. Setting: *the place(s) you would prefer to work:*

- at home
- indoors
- online
- outdoors
- other?

2. Glad Gifts ... *any talents, skills, interests and hobbies that you do well and you would enjoy sharing:*

3. Relationships: *with whom would you prefer to work?*

- alone
- with a partner
- in a group
- on a committee
- other?

4. Quests (or Yearn-to-Learn)... *those things you would like to learn more about or skills you might like to develop:*

5. Time Available ... *or preferred work schedule:*

- occasional service
- regular schedule
- 1 x per week (1 -3 hrs)
- 2 x per month (1 -3 hrs)
- 1 x per month (1 -3 hrs)
- other: _____

6. No, No.... *please don't ask:*

7. I think the world would be a better place if.....

.....

Name:

Address:

Daytime Phone:

Evening Phone:

Email:

Questions??

Trainer's Contact Information





With support from:

