

Volunteer Recruitment

Reasons people volunteer

- To serve/altruism
- To fill a void
- Tax write-off/other financial incentives
- To fulfill an obligation such as a school requirement
- To heal
- To give back to the community
- To honor someone they love who will benefit or has benefited from the organization
- Church
- Tradition
- To get out of the house
- To address a need
- To make a difference

Why create a volunteer position description?

- To effectively recruit
- So volunteers understand what is expected of them
- So managers can define specific responsibilities
- To define the skill level needed
- To fulfill the host organization's requirement

Venues and media outlets for recruiting volunteers

- Volunteer centers
- Volunteer fairs
- Posters/flyers
- Presentations to service agencies
- Notices in newspapers
- Public service announcements

What must exist before you recruit

1. A real need and honest work for volunteers to do
2. A clearly defined goal that is understandable to others
3. Clearly written, understandable plans of action and objectives
4. Clearly written, understandable volunteer position descriptions
5. An easy-to-read organizational chart that shows where the volunteer position fits in
6. Trained and equipped volunteer supervisors
7. Reporting methods that are logical and easy to follow
8. Assessment criteria and methods that can positively redirect inadequate work
9. A recognition process to reward good work
10. Trained interviewers who can communicate well with prospective recruits and place them appropriately
11. An ethos, of both the agency and volunteer recruiter, that encompasses:
 - a) A positive attitude
 - b) A belief in volunteers
 - c) Open communication
 - d) A desire for honest feedback
 - e) A willingness for honest delegation
 - f) Respect for differences
 - g) Respect for individual rights
 - h) Non-prejudice
 - i) Integrity