

Steps for Effective Volunteer Management

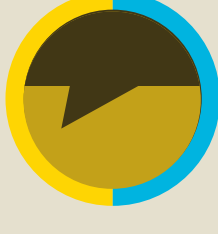
1. Create Detailed Volunteer Descriptions

Be specific. Answer the questions:



WHO

- is your organization?
- would be your ideal volunteer candidate?



WHEN

- does the volunteer position start and end?



WHY

- does your organization need a volunteer?
- should a volunteer be interested?



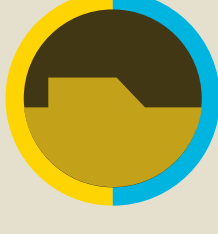
WHAT

- is the position?
- are the skills the volunteer needs?



WHERE

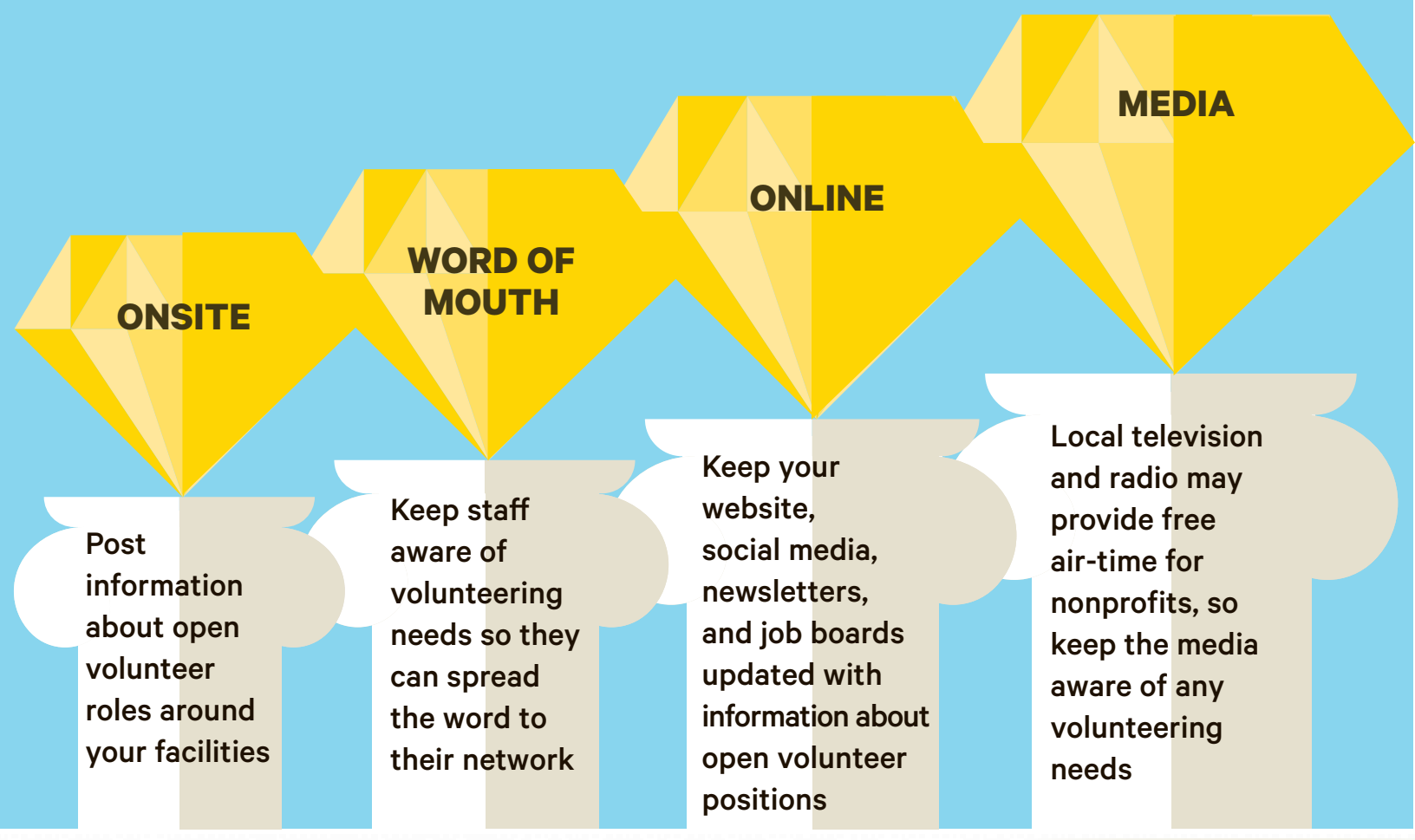
- does the volunteer position take place?



HOW

- will a volunteer be successful in their role?
- should a volunteer apply?

2. Recruit Good Volunteers



3. Screen Candidates

No position is too small for security:



90%
of volunteer organizations conduct a criminal record check for new volunteers¹



87%
conduct a sex offender search¹

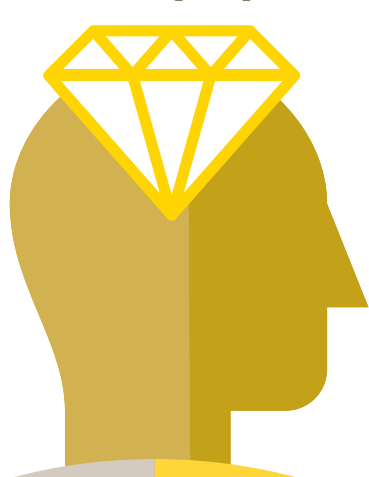


54%
conduct background checks¹

4. Orient and Train Volunteers Well

Increase volunteers':

- Confidence
- Enthusiasm
- Knowledge of role and non-profit
- Feeling of belonging
- Sense of purpose



5. Manage Volunteers Effectively

Excellent supervision is key to volunteer retention.

Best practices include:

Discipline if Needed:
Make volunteers aware of the organization's policies and rules

Deepen Relationships:
Ensure the manager and volunteer meet frequently

Keep it Simple:
Assign a single point of contact for volunteers

6. Show Appreciation

Say "Thank you"

Host events

Acknowledge publicly

Give gifts

¹Verified Volunteers. Volunteer Screening Trends & Best Practices 2016

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