

Recruiting Volunteers

Making your clubs & programmes fit for volunteers

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Top 10 reasons for volunteering

1. To learn new skills
2. To gain new experience
3. To add to your CV
4. To take on new challenges
5. To build self-confidence
6. To improve career prospects
7. To help a cause that you feel passionate about
8. To have fun
9. To gain a sense of achievement
10. To overcome loneliness or boredom




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Planning!

- **Role Profile** (Not Job Description)
- Recruitment Plan
- Advertisement Plan
- Nominated Person
- Overseeing Applications
- Appealing Adverts
- Involve your volunteer centre
- **Budget?**




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The Selection Process

- Application form
- Informal discussion / formal interview
- References
- DBS checks * (if necessary)
- Volunteer agreement
- A trial period or taster session



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When selecting volunteers ask yourself...

- Is the organisation or project right for the volunteer?
- Is the volunteer right for the organisation or project?



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Interviews...
They are important!



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Inductions...

What do you do when a volunteer starts... or changes role?



Working with you to make a bigger difference

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Retaining Volunteers

The key is **Support** – how do you provide that on-going support to volunteers?



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Volunteers are likely to stay if they are...

- Appreciated and recognised
- Mobilised effectively, appropriately and suitably
- Doing something worthwhile
- Aware there is flexibility and understanding
- Provided with the opportunity to develop
- Part of your team and included in your successes
- Welcomed into a friendly environment
- **Supported** and **Supervised**



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Changing Motivations

Volunteers should have the opportunity to grow in confidence during their time with you. This can lead to wanting to expand their experience...

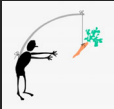


- Regularly discuss experience & motivation
- Work together, what reasonable changes can be made?
- Identify training & development opportunities
- Revisit initial motivation for the volunteering role and potentially look at other roles you may have available




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The dangers of not recognising a change




- Volunteers can become demotivated and lose interest
- Demotivated volunteers are less effective and less productive
- If you're an unreliable organisation your volunteers may become unreliable
- They may leave altogether

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Recognition and Rewards

- Say THANK YOU!
- Socials
- Birthday cards
- Tea, coffee and biscuits available
- Give good references
- Involvement in team meetings (or better yet give them their own!)
- Certificates
- Make time to talk
- Awards
- Speaking at conferences
- Annual away days
- Get to know them
- Praise in reports
- Understand their circumstances
- Publish volunteer case studies on your website
- Give them a role title that they can be proud of.

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Summary

- ALWAYS think about volunteer motivation.
- Carefully choose the tools you use to recruit the right volunteers?
- Clearly outline your expectations of the tasks and skills required from the start
- Don't be afraid to say no.
- Ensure volunteers are properly inducted, supervised and supported



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Thank You!

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