

CHECKLIST FOR RECRUITING

AND RETAINING VOLUNTEERS

Use this as a checklist and follow the steps through:

1. Decide why your club needs volunteers and what you can offer them
2. Appoint a Volunteer Coordinator
3. Work out specific roles for your volunteers
4. Decide what qualities the new volunteers will need, how many you want and for how long.
5. Write role descriptions for each specific role
6. Plan your recruitment campaign
7. Individually interview the volunteer (this can be formally or informally) and recruit people that compliment other members of the team
8. Appoint to specific positions
9. Induct the new volunteers into their new roles, providing support and feedback regularly
10. Involve volunteers in club meetings, where required, and in all matters that affect them
11. Provide opportunities for training and education
12. Manage, support and evaluate performance
13. Reward and recognise volunteers appropriately
14. Make necessary changes in roles and volunteers descriptions
15. Review these steps regularly