

DESIGNING VOLUNTEER OPPORTUNITIES

The following are steps involved in designing the perfect opportunity for volunteers:

1. It is important to create a unique experience for each volunteer – you do this with flexible scheduling and project work tailored to the individual’s skill sets and preferences.
2. ‘Block the Roads to No’. Your club should have volunteer opportunities for all passions, ages and cultures from the most simple to the highly skilled and tasks that may take an hour to several months.
3. Nobody wants to get taken in by a time devouring commitment. It is important that you start off by defining the amount of the volunteer’s commitment and once they have responded you then must detail how the role will work
4. Your club should aim to attract people who want to share their talents and expertise. For instance if a person is really good at web development, let them develop a web resource that is useful to your club.
5. Make sure your volunteers are happy with what they are doing. Check in with volunteers and if the job is not a good fit then provide other opportunities for them.
6. You need to have a variety of volunteer opportunities that suit the volunteer’s interest but most important is to listen to new volunteers about what they have a passion for. Once you tap into that they will be glad to fill the volunteer role as they are also fulfilling something that they want.
7. Know exactly what you are looking for in a volunteer and have a clear role description. Be specific and know what skills are required for the role and this will help make sure the task is accomplished and the volunteer feels successful in their effort.
8. Let the volunteer know up front what is expected of them and what you will do to support them.
9. The key is to listen to why people want to volunteer and what the core of their giving of their giving nature is.
10. Ask in such a way that people can say yes. Offer choice, flexibility and meaningful involvement. Listen to volunteers and help them to meet their goals as well as those of the club so there is a win-win situation.

*“If each of your existing volunteers recruited just one new volunteer,*

*what effect would that have on your roster? You do the math!”*