

# Recruiting Volunteers, First Edition

Course Number: AX084-113

Days: Self-study

Description: Recruiting Volunteers is to help individuals and organizations define the value of volunteers, evaluate the roles of volunteers, and develop programs to insure the effective use of volunteers. If you are considering using volunteers for the first time, this book will provide a model for developing an effective volunteer program.

## Topic-Level Outline

 CRISP series

### Section 1: The Value of Volunteers

- Characteristics of Effective Volunteers
- A Cost/Benefit Analysis of Volunteer Function
- Possible Roles for Volunteers
- Volunteer Usage Example
- Create a Volunteer Skills Bank
- Skill Identification

### Section 2: Your Nonprofit Organization's Strategic Plan

- Nonprofit Overall Evaluation
- How Well Does Your Agency Deliver?
- Visualize Your Nonprofit Organization's Future
- How Does Your Agency Measure Up?
- New Functional Areas
- Determining the Roles for Each Functional Area
- Skill Assessment for Each Role

### Section 3: Define and Recruit Volunteers

- Volunteer Job Descriptions
- Multicultural Recruitment Sensitivity
- Volunteer Recruitment Sources
- Company Community Service Projects
- Volunteer Information and Referral Services
- Job Title Opportunities and Responsibilities

## Course Outline

Rehabilitation Training  
Trade or Job Retraining  
Work Experience Documentation  
School Project Contracts  
Educational Internships  
Collaborative Partnerships  
Effective Strategies for Interviewing Volunteers  
The Volunteer Telephone Interview  
The Volunteer Personal Interview  
Volunteer Agreements and Contracts

### **Section 4: Volunteer Assignment and Development**

Structuring and Restructuring Available Volunteer Opportunities  
Develop the Volunteer's Workplan  
Work Cards and Training Materials  
Agency Volunteer Training Materials Evaluation  
Communication and Listening Skills Training  
Leadership and Team Building  
Ongoing Training Opportunities  
Your Training Development Program  
Weekly Volunteer Support Meetings  
Volunteer Assignments  
Motivate and Inspire Volunteers  
Agency Plan for Recognition  
Periodic Volunteer Career Assessment  
Volunteer Empowerment Within Your Organization  
Is Your Agency Responsive?  
Ongoing Evaluation and Adjustment  
Index of Forms

---