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

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

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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