

PLANNING FOR VOLUNTEER RECRUITMENT

VOLUNTEER POSITION:

Skills/Attitudes/Qualifications needed for this position:

- Consider the person you would like to see doing the tasks this position entails?
- Create a pen picture of what they would look like.
- Consider age, sex, hobbies, past experience (paid and unpaid), special interests and attitudes.
- It may be useful to sketch a figure and detail attributes sought.

Where are we most likely to find this person?

- Where are people likely to be sitting in a waiting room or browsing reading material?
- Consider work places, libraries, community centres, educational institutions, publications they might read, shopping centres, where they are likely to live, hobby and sporting clubs and do not forget your Volunteer Resource Centre (see section in this Manual).

Why would this person want to offer time and effort to help our organisation?

- | | | |
|---|---|--|
| <input type="checkbox"/> opportunities for sharing skills | <input type="checkbox"/> maintaining skills | <input type="checkbox"/> increased confidence |
| <input type="checkbox"/> investigating career choices | <input type="checkbox"/> sense of self worth | <input type="checkbox"/> personal satisfaction |
| <input type="checkbox"/> meeting people | <input type="checkbox"/> making new friends | <input type="checkbox"/> care and concern |
| <input type="checkbox"/> helping people in need | <input type="checkbox"/> personal recognition | <input type="checkbox"/> be part of a team |
| <input type="checkbox"/> improved quality of life | <input type="checkbox"/> sharing experiences | <input type="checkbox"/> enhancing services |
| <input type="checkbox"/> being creative | <input type="checkbox"/> new services | <input type="checkbox"/> other |

DEVELOPING A RECRUITMENT MESSAGE

Why is this volunteer position necessary?

- What will happen if the need is not met?
- Will the community benefit from a volunteer undertaking this work?
- What will be the consequences if the work is not done?
- Give statistics and examples which will demonstrate the impact for clients and community if volunteer support is not available.

How will the client and/or community benefit from this undertaking?

- What will be accomplished?
- Will it change someone's life?
- Will the volunteer be able to feel satisfaction in a job well done?

Fears or objections to be overcome?

- | | | | |
|---|---------------------------------------|--|--|
| <input type="checkbox"/> Type of client | <input type="checkbox"/> Type of work | <input type="checkbox"/> Working environment | <input type="checkbox"/> Skills needed |
| <input type="checkbox"/> Location | <input type="checkbox"/> Liability | <input type="checkbox"/> Availability of transport | <input type="checkbox"/> Access |
| <input type="checkbox"/> Parking | <input type="checkbox"/> Costs | <input type="checkbox"/> Times | <input type="checkbox"/> Other |

Personal benefits to the volunteer?

- | | | | |
|-------------------------------------|--|--|--------------------------------------|
| <input type="checkbox"/> New skills | <input type="checkbox"/> Work experience | <input type="checkbox"/> New Opportunities | <input type="checkbox"/> New friends |
| <input type="checkbox"/> Other | | | |
