



How to... Plan for Recruiting Volunteers

Before beginning your recruitment of volunteers, answer the following questions:

1. Why does your Club want to involve volunteers?

- What do you need your volunteers to do? Make sure you identify a **clear reason** for their involvement.
- What are the benefits to the Club of involving volunteers? Think about the vast array of skills volunteers from outside the club can offer.
- Why would someone volunteer with your Club, what do you as a club have to offer your volunteers?

2. What does the Club want volunteers to do?

- You need to identify clear roles for your volunteers.
- Having a role description will help you to identify the range of tasks required to fulfil the role,
- these tasks may need several volunteers to complete the role.

The **Volunteer Role Description** pro-forma will help you draw up your role description.

Please remember a role description is NOT a job description- volunteering is not a contract of employment

3. What qualities/skills does the Club want the volunteer to have?

- You need to identify specific skills of volunteers you would like to recruit.
- Not all volunteers will have the skills you need but you may be able to give them these skills through step by step learning opportunities, work based support and/or mentoring. You may decide to have more than one person in this role to share the responsibilities and fill in any skills gaps.

The **Volunteer Specification** pro-forma will help you identify the desirable/essential skills and qualities needed to fulfil this volunteer role.

4. How will the club find volunteers?

Once you have identified what you need volunteers to do, you can start to look for volunteers who can fill those roles. See the 'How to plan a Volunteer Recruitment Event' document, for help with attracting the right people.

- Start by asking people from within the club to help out, parents/grandparents etc. you will be surprised by how many people would be happy to volunteer in your club if you just asked them and that you were clear about what you wanted them to do .
- Engage local schools, churches, local community networks, businesses.
- Advertise your roles in free media for example: local papers, social media, Volunteer now website: <http://www.volunteernow.co.uk/> community E-zine's etc.
- Don't be afraid to say no. It's okay to reject offers of assistance from groups or individuals. Sometimes the volunteer may not be suitable for either role or the Club. If you can't offer a potential volunteer a role, you can signpost them to other organisations such as Volunteer Now who will be able to offer a wide range of volunteering opportunities.

5. Selling the Volunteer Role and relieving fears

People look for different things in a volunteering experience. Your Recruitment Campaign should give a snap shot of the benefits of volunteering in your club that will appeal to a range of people.

- Give a clear and concise description of the role
- Give realistic detail on expected time commitments
- What days, times of the week and how often the volunteer will be required
- If necessary, expenses being paid
- If they will be working on their own or as part of a team
- Will they have support in their role
- Gold Mark / Personal Development
- Build in an exit strategy

All this information will help a potential volunteer to self-select the role and may save you time in the long run.

6. Targeted Recruitment

If you have a specific role then you may find targeted recruitment more effective. For example, if you are looking for people with knowledge of or a special interest in sports in general you might recruit from:

- Sports clubs
- Schools, Colleges
- Universities
- Community centres / Community Networks
- Parents

7. Retaining Your Volunteers

- Value, respect and appreciate your volunteers and they are more likely to stay
- Remember to say 'Thank You' (either formally or informally)
- Don't over burden your volunteers or take advantage of them. They will get disillusioned, or they will burn out and leave.

Volunteer Role Description – Planning document

Role Title: _____

Main Purpose of the Role: _____

<u>Questions / Issues</u>	<u>Notes</u>
<p>1. What?</p> <ul style="list-style-type: none">• List all the tasks in order of priority• Identify the area where the volunteer may be working or who they will be working with• What might be difficult or unpleasant? <p>2. When?</p> <ul style="list-style-type: none">• Are times set or flexible?• Number of hours per week?• Days, evening, weekends?• Long term or short term involvement? <p>3. Where?</p> <ul style="list-style-type: none">• Include whether the volunteer will have to travel to other locations. <p>4. With Whom?</p> <ul style="list-style-type: none">• Will the volunteer be working alone or with other volunteers or paid colleagues? <p>5. Support, supervision and training</p> <ul style="list-style-type: none">• Who will support/supervise the volunteer?• What training support and supervision will be needed? <p>6. What the role offers volunteers</p> <ul style="list-style-type: none">• Make two lists – what the role does and doesn't offer. A challenge? Friendship? Personal development? Social inclusion? Etc.	

Volunteer Specification – Planning document

Role Title: _____

Main Purpose of the Role: _____

<u>Questions / Issues</u>	<u>Notes</u>
<p>1. What?</p> <ul style="list-style-type: none">• What skills, experience, attitudes etc. are needed?• Physical requirements?• Qualities to cope with difficult aspects of the role <p>2. When?</p> <ul style="list-style-type: none">• Minimum or maximum time requirement?• How important is reliability and flexibility? <p>3. Where?</p> <ul style="list-style-type: none">• Does the volunteer need their own transport or be willing to use public transport?• Are there any access requirements to consider? <p>4. With Whom? What special requirements arise from working alone or in a team? Initiative? Team skills?</p> <p>5. Support, supervision and training What is expected in terms of e.g. willingness to ask for support or attendance at supervision or training?</p> <p>6. What the role offers volunteers (You can't fill this space in advance – it's up to the volunteer)!</p>	

Reasonable precautions have been taken to ensure information in this publication is accurate. However it is not intended to be legally comprehensive; it is designed to provide guidance in good faith without accepting liability. If relevant, we therefore recommend you take appropriate professional advice before taking any action on the matters covered herein.