

Hiring Effective Volunteers by Michael A. Sand, Sand Associates

The first step in making effective use of volunteers is to develop and implement an effective process for hiring volunteers. Try this three step process.

Job Descriptions

Each organization has numerous volunteer positions. Begin by developing a job description for each position.

Here are some of the elements of each job description:

- Job title
- Job duties
- Skill requirements
- Time requirements
- Job location
- Training provided
- Supervision provided

Recruiting System

The more individuals who wish to volunteer for each position, the better volunteers you will have. Develop an attractive brochure which includes all the job descriptions and distribute it widely:

- Board members
- Staff members
- Existing volunteers
- Senior citizen groups
- Religious organizations
- Volunteer centers
- Newspapers
- Community service organizations
- Retired and senior volunteer programs (RSVP)
- Schools
- Businesses

Interviewing

Interview each potential volunteer personally.

Ask each individual questions so you can make an informed judgment of their potential effectiveness as a volunteer.

- Have them read each job description
- Which positions are they interested in?
- Other volunteer experiences?
- Time availability?

- Special skills?
- General interests?

Once you have job descriptions for each volunteer position, a broad recruiting program and a process for interviewing every potential volunteer, you are well on your way to implementing an effective volunteer program.

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