

The “How To’ of Volunteers

Recruiting

- Make sure your group truly represents the community
- Try to match the kind of positions you require with skill sets
- Clearly define the task
- Use time efficiently
- Engage families - volunteering together is a creative way for families to enjoy each other’s company while making a contribution to the community.

Screening Tips

Screening is a process designed to create and maintain a safe environment.

- Write a clear position description
- Follow up on references
- Request a Police Records Check
- Conduct orientation and training sessions
- Supervise, evaluate and follow up

Running Effective Training Sessions/Meetings

- Come prepared an agenda
- Set a purpose and time frame
- Give a detailed description of their task
- Provide opportunity for discussion/questions
- End with a summary

Recognizing

- When your volunteer does something that has really helped the organization, remember to write it down. That way when you write a card to recognize that volunteer, you will have different messages for each volunteer.
- Be aware of volunteers' interests through conversations and observation. That way, when it comes time to give them recognition gifts you can get them something that they will really appreciate.
- Find out what types of foods your volunteers like - then randomly present them with treats, just to let them know that they are appreciated.
- Celebrate volunteers birthdays and let all staff know when that birthday is.
- Smile and say ‘Thank You’

Recognizing Ideas

- Host a volunteer tea or dinner
- Present a volunteer certificate
- Present a photo of the group to all your volunteers
- Write a personal note

More information can be found at www.volunteer.ca