



Developing the Perfect Volunteer Program

A worksheet to help you develop the perfect volunteer program

Name of Organization or Ministry: _____

Mission/Purpose: _____

I. Planning

- a. Who do you serve? _____
- b. Is there a need for volunteers? _____
- c. What jobs do you want the volunteers to do? _____
- d. Do You have a volunteer job description or group project description developed: _____
- e. Who will supervise? _____
- f. What is your budget for this program? _____

II. Volunteer Recruitment

- a. What is your target group? _____
- b. What skills are needed for your volunteer positions? _____
- c. When do you need volunteers (is it a convenient time)? _____
- d. Where can you find your target audience? _____
- e. What will the volunteer get in exchange? _____
 1. Opportunity to make a difference
 2. Refine a skill
- f. How does the location affect the value of the opportunity? _____
 1. Is it accessible to volunteers? _____
 2. What is the physical setting in terms of comfort, safety, accessibility? _____
 3. What are the transportation requirements? (Will volunteers need a car?) _____

III. Marketing Plan

- a. Who is the competition? _____
 - b. How do you make a better offer? _____
-

IV. Screening and Interviewing Process

- a. Will volunteers fill out volunteer applications? _____
- b. Will you conduct a personal interview? _____
- c. Do volunteers need references? _____
- d. Will you do background checks on volunteers? _____

V. Training and Orientation

- a. How do you train your volunteers? _____

- b. Do you have benefits for volunteers? (Staff support, conferences, etc.) _____

VI. Evaluation

- a. What is your evaluation process? _____
- b. How often is it done? _____
- c. What is your grievance process? _____

VII. Recognition

- a. How do you say “Thank You?” _____
 - 1. Breakfast/Lunch/Dinner
 - 2. Party
 - 3. Gift
 - 4. Framed Certificates
- b. What is your budget for volunteer recognition? _____
- c. What other ways can you recognize volunteers? _____

This worksheet was developed by

Rev. Cheryl D. Cornelius
Nehemiah Wholistic Institute
Email: ccornelius@nw institute.org
© 2009