

Volunteer Recruitment Tool

This is a checklist for your Team to use to define the role of a volunteer. This process will ensure you are well prepared to recruit, train and motivate a great volunteer.

What is the need?		Team Notes
1	What is not being done now that the new volunteer will do?	
2	What change in circumstances caused the need? Is the need likely to last?	
3	What skills are required in the new role?	
4	How many hours a day or week would the volunteer be needed?	
5	Can this role be shared by more than one volunteer?	
How will the volunteer help reach your vision?		
6	Will the work of this volunteer help you reach one or more of your current goals?	
7	Do you have a measurement for the success of the volunteer's work?	
8	Who will train the volunteer and monitor, motivate and reward him or her?	
9	When will the volunteer and his/her role be reviewed?	
What else could this volunteer do?		
10	Could this volunteer also fill other roles?	
11	What is the path for advancing this volunteer?	
Who are likely candidates for this role?		
12	Are there current volunteers who might want this opportunity?	
13	What is the profile of a volunteer for this role?	
How will you find the best volunteer?		
14	Where will you advertise, post or announce this need?	
15	Who do you know who might help you identify potential volunteers fro this role?	