

3 ELEMENTS OF VOLUNTEER RESOURCES MANAGEMENT

Successful involvement of volunteers requires the basic components listed below.

Grant seekers can complete this assessment to identify the strengths and weaknesses of the infrastructure that supports their organization's volunteer efforts.

Elements of Volunteer Resources Management	Currently in place to some degree	Currently in place to a large degree	Not currently being done	Not applicable or not relevant
Written statement of philosophy related to volunteer involvement				
Orientation for new paid staff about why and how volunteers are involved in the organization's work				
Designated manager/leader for overseeing management of volunteers agency-wide				
Periodic needs assessment to determine how volunteers should be involved to address the mission				
Written position descriptions for volunteer roles				
Written policies and procedures for volunteer involvement				
Organizational budget reflects expenses related to volunteer involvement				
Periodic risk management assessment related to volunteer roles				
Liability insurance coverage for volunteers				
Specific strategies for ongoing volunteer recruitment				
Standardized screening and matching procedures for determining appropriate placement of volunteers				
Consistent general orientation for new volunteers				
Consistent training for new volunteers regarding specific duties and responsibilities				
Designated supervisors for all volunteer roles				
Periodic assessments of volunteer performance				
Periodic assessments of staff support for volunteers				
Consistent activities for recognizing volunteer contributions				
Consistent activities for recognizing staff support for volunteers				
Regular collection of information (numerical and anecdotal) regarding volunteer involvement				
Information related to volunteer involvement is shared with board members and other stakeholders at least twice annually				
Volunteer resources manager and fund development manager work closely together				
Volunteer resources manager is included in top-level planning				
Volunteer involvement is linked to organizational or program outcomes				