

Recruiting plan for volunteers

The organisation planning to recruit volunteers for their activities should go through the following **questionnaire**.

The organisation

1. what's the image?
2. what's the working field?
3. which facilities can be used?
4. what can we offer the volunteers?

the objective

1. for which task do we need volunteers?
2. how many volunteers do we need?
3. when?

the target group

1. who should we ask? who's competent?
2. profile
 - a. personal characteristics: age, diploma, experience, certificate..?
 - b. knowledge and competences: be sociable, be able to transfer knowledge, have leadership, talent to organise, basic knowledge of bookkeeping, be able to work in group, have linguistic skill, be able to talk in public, be able to work with different target groups (youngsters, elderly people,...) be handy, be able to take initiatives, be able to work under leadership?
 - c. means/possibilities: dispose of a certain amount of free time during the night, the day, in the weekend, dispose of a car?
 - d. attitude: be prepared to do the task properly, to follow directives and rules?
 - e. incompatibilities?
3. where are we going to recruit these people?

the message

1. what are we going to tell?
 - a. the organisation
 - b. the task for which we need volunteers
 - c. the profile of the volunteers
 - d. motives to become a volunteer
 - e. what we have to offer
 - f. who can give more information to the volunteers interested
2. how are we going to inform the volunteers?
3. the five w:
 - a. who are we looking for?
 - b. what are their tasks?
 - c. where are they going to work, where can they get more info?
 - d. when is the volunteer expected?
 - e. why does the organisation need volunteers and why would a volunteer be interested?

the communication channels

1. which channel do we choose?
 - a. related to: the objective/the target group/the means
2. ask them personally?
3. write them an invitation?
4. using media?(flyers, leaflets,ads etc)
5. the own characteristics of the different communication channels and means

Criteria to select the volunteer

The volunteer should:

1. be able to join the objective of the organisation
2. have certain competences and qualities described
3. be enthusiastic about the job
4. dispose of a certain minimum of time available
5. if necessary be free on certain days or moments
6. be able to gain knowledge and to pass it on to others
7. be prepared to collaborate
8. be prepared to labour for a certain period
9. be prepared to follow a course when this is explicitly put as a condition.

agreements with the volunteer about

1. the aim
2. the activities
3. the working times, holidays, closure terms
4. selection criteria and training period
5. rights and obligations
6. communication: the importance of a positive feedback and motivation for the volunteers

importance of the introductory interview

1. quality assurance for the client and looking for the appropriate job for the volunteer
2. estimating the motivation of the volunteer
3. identification of the candidate
4. estimating education/work and life experience of the candidate
5. discussing the activity the candidate is interested in
6. expectancies of the organisation towards the volunteer
7. ending the interview and starting up the calling in of the volunteer
8. or refusing the candidate

rights and obligations towards volunteers

1. consultation and participation
2. solving discussions
3. tutoring
4. job demarcation and responsibilities
5. allowance for expenses
6. insurances
7. courses and training

motivating volunteers

1. (free) training
2. allowing discounts on services or products of the organisation
3. going to a restaurant with the volunteer
4. inviting the volunteer to meetings
5. offering competence trainings for free
6. offering free meals during work
7. offering good (and free) parking places
8. offering free information
9. free tickets for some activity
10. writing about the work of the volunteer in the organisation's newsletter
11. writing a press article about the volunteer's job
12. offering possibility of free transport
13. personalised key rings, mugs, mousepads etc
14. planning excursions
15.