Volunteer Coordination in 6 Easy Steps

1. Determine the Volunteer Needs of Your Staff
   • Meet with your staff
   • Can these needs be translated to specific volunteer jobs?

2. Create Volunteer Jobs
   • List volunteer duties and responsibilities
   • How many volunteers will you need?
   • **Qualifications**: Heavy lifting? Detail-oriented? People person?
   • **Time**: Volunteer shifts?

3. Recruit Volunteers
   • Past volunteers
   • Supporters of your organization
   • People in the community
   • Don’t forget students!

   **To recruit UC Berkeley Students:**
   → Email publicservice@berkeley.edu with the subject: “Request for Volunteers for One-time/Short-term Project”
   → OR email me, Delanie, at dricketts@berkeley.edu with a short description of your event and volunteer needs and I will forward it to the Bonner Leaders list-serve

4. Place Volunteers
   • Let volunteers **choose** their job
   • Also let volunteers choose their volunteering shift (if applicable)

5. Supervise the Volunteers
   • **Guidance**: Provide clear information about your organization as well as volunteer responsibilities
   • **Issues**: If you feel that there may be a problem, be upfront with the volunteer and offer another job or responsibility, if possible

6. Reward Your Volunteers
   • Communicate with your staff to make volunteers feel welcome
   • Give a small gift
   • Send a thank you card – snail mail is best!
   • Most importantly, remember to smile and say thank you!