

Volunteer Coordination in 6 Easy Steps

1. Determine the Volunteer Needs of Your Staff

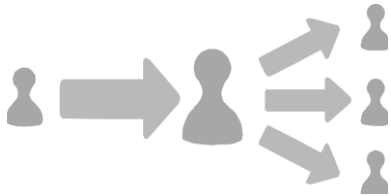
- Meet with your staff
- Can these needs be translated to specific volunteer jobs?

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!*