WORKSHEET

A Guide to Expanding Volunteer Engagement

Each question below opens a window on possible new assignments for the right volunteers who can offer skills and talents different from those of the paid staff. Use this worksheet as a guide to design new volunteer positions within a department, unit, or function. Ask the director of volunteer involvement to share trends in volunteering, such as generational differences, to help staff consider the potential of new ways to engage volunteers.

a. How were these r	oles developed?			
o. When was the las volunteers can pa		ts were assessed t	o see if they are still	the most important way
c. Are these roles, in	fact, still critical	1?		
		,	T171 40	
if there are no volu	nteers assigned t	o your work ared	Why not?	



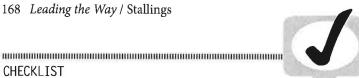
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a. Does anyone question the ability of qualified volunteers to contribute to the work? Based on wha (facts, feelings, or other)?
b. How can we counter this resistance?
c. What might be a pilot test of something a volunteer can do in our area?
2. Do paid staff have any tasks or responsibilities that they might share with a volunteer, thus freeing them to do other things?
3. What needs to be done that current staff do not have the skills or time to do most effectively?
4. What projects or activities are on our wish list that stay on the back burner because there is no one to do them?
5. What needs do our clients or consumers have which we cannot fulfill with paid staff—and, i volunteers were found to help with these needs, the services staff provide would be improved or supported?
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	What service exists that would help the family, friends, or employers of our clients and would support our primary work?
	Might our staff or clients benefit from any special area of expertise? Fluency in a foreign language Is there some advice we wish we could ask for when needed?
	How could we benefit from volunteers who are knowledgeable about online resources and socianetworking to make best use of the Web for us?
	Are we interested in finding qualified volunteers to conduct any research? Evaluations or assess ments? Satisfaction surveys?
10.	As a result of exploring the above questions, what new ways to engage volunteers have surfaced?



Starter Set of Ideas for Volunteer Talent to Support You - the Executive!

Use this list to get your creative juices flowing about possible volunteer positions that could assist with your workload. Check any that pique your interest and then discuss them with the director of volunteer involvement.

V		Executive coach
Consultant in personnel benefits and		Risk assessor
policies Fundraising guru		Financial advisor with optinvestments
Researcher who can identify emerging trends in your field		Experts of all types to edu Insurance and risk manag
Transition specialist (new board, major staff turnover, etc.)		Trainers to bring some mistaff (such as social netwo
Relocation expert		Diversity specialist
Marketing manager		Grant proposal reviewer
Media contacts specialist		Speech writer/presentatio
Merger expert		Arbitration expert
Educator in your field of service		Communication specialis
Advocacy coordinator		"Borrow An Expert" list o
Editor for the annual report	_	specialists who agree to as
Graphic designer		area of expertise, when no
Internet resource finder		Board development coach
Office space organizer or interior decorator		
Ergonomic specialist to set up safe work		10.00 Parties 12.00 A. 10.
sites	W	nat other volunteer positio
Event planner	create to support your work	

☐ Administrative assistant to help with your special projects ☐ Evaluator of the organization's programs ☐ Videographer to create orientation video for staff and volunteers ☐ Information technology specialist to evaluate your technology needs tions for icate the board gement specialist issing expertise to rking) n developer of community ssist you in their eded

ns could you as executive?