



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.

1. What are volunteers doing now in our department/program/unit?

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a. How were these roles developed?

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b. When was the last time these tasks were assessed to see if they are still the most important ways volunteers can participate?

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c. Are these roles, in fact, still critical?

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OR if there are no volunteers assigned to your work area.....Why not?

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(continued)

a. Does anyone question the ability of qualified volunteers to contribute to the work? Based on what (facts, feelings, or other)?

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b. How can we counter this resistance?

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c. What might be a pilot test of something a volunteer can do in our area?

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2. Do paid staff have any tasks or responsibilities that they might share with a volunteer, thus freeing them to do other things?

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3. What needs to be done that current staff do not have the skills or time to do most effectively?

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4. What projects or activities are on our wish list that stay on the back burner because there is no one to do them?

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5. What needs do our clients or consumers have which we cannot fulfill with paid staff—and, if volunteers were found to help with these needs, the services staff provide would be improved or supported?

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6. What service exists that would help the family, friends, or employers of our clients and would support our primary work?

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7. 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?

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8. How could we benefit from volunteers who are knowledgeable about online resources and social networking to make best use of the Web for us?

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9. Are we interested in finding qualified volunteers to conduct any research? Evaluations or assessments? Satisfaction surveys?

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10. As a result of exploring the above questions, what new ways to engage volunteers have surfaced?

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## CHECKLIST

## 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.

- Consultant in personnel benefits and policies
- Fundraising guru
- Researcher who can identify emerging trends in your field
- Transition specialist (new board, major staff turnover, etc.)
- Relocation expert
- Marketing manager
- Media contacts specialist
- Merger expert
- Educator in your field of service
- Advocacy coordinator
- Editor for the annual report
- Graphic designer
- Internet resource finder
- Office space organizer or interior decorator
- Ergonomic specialist to set up safe work sites
- Event planner
- 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
- Executive coach
- Risk assessor
- Financial advisor with options for investments
- Experts of all types to educate the board
- Insurance and risk management specialist
- Trainers to bring some missing expertise to staff (such as social networking)
- Diversity specialist
- Grant proposal reviewer
- Speech writer/presentation developer
- Arbitration expert
- Communication specialist
- "Borrow An Expert" list of community specialists who agree to assist you in their area of expertise, when needed
- Board development coach

**What other volunteer positions could you create to support your work as executive?**