



## Volunteer Recruitment Series: Kick Off Worksheet

*Please complete before attending or watching the Position Descriptions Workshop.*

Determine which volunteer role you'll be working on for the Recruitment Series. *This can be any role, but you may want to consider the role with the most need, re-envisioning a legacy role, or even a new role for your organization.*

Outline your current biggest recruitment challenge for the role you've selected. *Be specific! Don't stop after a statement like "we need more volunteers" – try to identify specific, actionable barriers. If you have recruitment/attrition data for this role you may want to review it.*

How does this role support your organization's mission or make an impact on the community you serve?

*Again – be as specific as possible. You will use this section for the workshop on Position Descriptions so you may want to review the existing position description for this role if you have one, but this shouldn't just be a list of actions or responsibilities. This answer should be about what is different or better because of this volunteer role.*

Think about the volunteers currently filling this role. What do you know or understand about those that are successfully completing the work?

*Are there similarities in skills, experiences, or personal characteristics?*

What are the benefits to the volunteer doing this work?

*These might be tangible things or intangible things. Do volunteers receiving training, do they make a personal connection or impact on clients, do they get a cool t-shirt? Can they see and identify the impact they make on your organization or the community?*