

# Volunteers- The heart and soul of an organization

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# Recruiting volunteers to build powerful community based organizations



Refer to RECRUITING handout



# Power = People + Knowledge

Recruiting is the most important social change skill of all. NO people NO power!

Recruiting means :

- Communicating with people
- Listening to people's concerns
- Building trust and hope
- Building relationships
- Providing opportunities to make a difference

The secret to successful recruitment and having people join you is personal contact with people!

When Cesar Chavez was asked “How do you organize?” he responded” Well first you talk to one person, then you talk to another person , then you talk to another person.....

# The Magic Formula

- Hello, who we are
- What the issue or event is
- Why we are here
- The ask, we need you to.....
- Listen, listen, listen
- Answer questions
- Get a commitment

# The **do's** of working with Volunteers

- Do : Be honest and upfront
- Value your volunteers
- Respect people's time
- Listen, listen and listen some more
- Celebrate achievements
- Avoid stupid rules
- Resolve conflicts
- Work together as a team

# The don'ts of working with volunteers

- DON'T:
- Underplay or minimize the importance of their time commitment
- Be unclear about the direction
- Make work a drudgery
- Ignore your volunteers
- Have only one person make decisions
- Drop projects without a good reason

# Volunteer Job description

- Title
- To whom to report
- Purpose of the task
- Specific job responsibilities
- Qualifications
- Training



# Recruiting within your organization

- Door to door campaign
- Motivate people at annual meetings
- Sign-in sheets at meetings and events
- Tabling at neighborhood events
- Welcoming new people
- Block captain networks

# Retaining new volunteers

- Be prepared to manage volunteers
- Help people find a place in the group
- Avoid the appearance of cliques
- Welcome new ideas and input
- Organize engaging meetings
- Maintain membership records
- HAVE FUN !

# Recruiting from outside your group

- People you know
- Youth and school groups
- Senior groups
- Church and Civic Organizations
- Environmental Organizations
- Business or professional groups

# Volunteer Coordinators Checklist for Special events

- Develop position descriptions
- Send out volunteer info in advance
- Prepare an orientation packet
- Make sure volunteers know who to ask
- Have an emergency/backup plan
- Recognize volunteers with Thank yous
- Listen for feedback from volunteers

# Day of event orientation

- Supervise check-in process
- Ensure volunteers sign waiver forms
- Hold an orientation session
- Ensure everyone is properly equipped
- Review safety checklist
- Review event logistics, make sure everyone knows their tasks and locations
- Recognize sponsors

# Ideas to thank volunteers

- Thank you notes
- Feature them in your newsletter
- Recognition from public figures
- Give t-shirts, mugs or donated prizes
- Hold a picnic for volunteers
- Have a volunteer recognition dinner
- Nominate them for an award

# *Thank You*

- The City of Portland Office of Neighborhood Involvement thanks you for your participation!

