



VOLUNTEER TRUTHS

- Recruit to task
- Always put a volunteer between you and a problem
- Volunteers should never need to recruit and follow-up with more than 5-7 volunteers
- People will do what is expected of them
- Volunteers are committed to the person who recruited them for the first year. Our job is to turn that commitment to the University in one year.
- People volunteer because someone they know asks them
- Organizations don't have causes, they have solutions
- Assign objectives not tasks
- Delegate the big things
- Three reasons volunteers don't complete assignments: placed in the wrong position, inadequate training/resources, lifestyle changes
- Staff's job is to make the volunteers successful
- The rule of thirds apply, plan accordingly
- Plan the work and work the plan
- Volunteers want to know that their work is meaningful and appreciated
- Never say no for a volunteer



VOLUNTEER JOB DESCRIPTION

Volunteer Title: _____ Time Commitment: _____

Objective: *(One or two sentence summary of the outcome you would like to achieve through this volunteer.)*

Qualifications: (Top 3-6 characteristics critical for success in this role)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Responsibilities: (5-7 main tasks that must be completed for success)

- | | Task | Due Date |
|----|-------|----------|
| 1. | _____ | _____ |
| 2. | _____ | _____ |
| 3. | _____ | _____ |
| 4. | _____ | _____ |
| 5. | _____ | _____ |
| 6. | _____ | _____ |



VOLUNTEER TRAINING IDEAS

People that should attend the training:

1. _____
2. _____
3. _____

Materials that I need to bring with me:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Topics to cover:

1. _____
2. _____
3. _____
4. _____
5. _____

