

Recruiting Volunteers for Your Society

- ❖ Define jobs, the time required, and/or dates needed
- ❖ Ask for volunteers
 - Ask in person, one-on-one
 - Publish in newsletter
 - Send out notice on society's e-mail list
 - Announce at meetings
 - Send around a clipboard/sign-up sheet at meetings
- ❖ Project a positive attitude when asking for volunteers or making announcement. Instill excitement for projects and activities.
- ❖ Prioritize. Fill the most important jobs first. Eliminate meaningless or unnecessary jobs.
- ❖ Get feedback from retiring/exiting volunteers.
- ❖ Have written job instructions to pass on to the new volunteer.
- ❖ Keep planning notes and budget to pass on to new volunteer. Include money budget, time required, project timeline, deadlines, etc.
- ❖ Get new members actively involved as soon as possible.
- ❖ Know your members; be friendly with them. Learn their individual talents and strengths.
- ❖ Match jobs to talents.
- ❖ Offer small jobs of short duration.
- ❖ Involve membership in the decision making process, rather than having board make all the decisions.
- ❖ Use team-work approach. Have co-chairs.
- ❖ Have volunteer coordinator.
- ❖ Recognize/honor volunteers.
 - Verbally announce at meetings
 - Certificates of appreciation
 - On website
 - In newsletter
 - In-person communication/thank you note/phone call
 - Volunteer luncheon/event
- ❖ Reward volunteers; offer perks & incentives
 - Time at library/facility use during off hours.
 - Opportunity to increase knowledge base (e.g. library volunteers)

- ❖ **DO NOT. . .**
- ❖ . . . micro-manage your volunteers.
- ❖ . . . criticize your volunteers or the job they do.
- ❖ . . . put pressure on your volunteers.