# How to Manage and Keep Volunteers - WORKSHEET #

## How to Use It: This is a simple checklist to be used by your organisation’s leadership to manage volunteers in such a way that keeps them coming back. Good volunteer management leads to more satisfied, productive, connected volunteers within your organisation.

**Time it Takes:** 5-10 minutes to read. 30-45 minutes to discuss among members and leaders. Feel free to regularly check back with this checklist to see how your volunteer management efforts are lining up.

**CHECKLIST:**

* Our organisation has systems in place for adequately screening and interviewing potential volunteers
* We have procedures in place for volunteer induction, orientation, and training
* Our training includes ongoing support and development for volunteers, so they never feel like they are on their own
* We regularly take time to recognize volunteers and acknowledge their unique skills and contributions
* Our culture encourages supportive, open communication at all levels
* Volunteers know their tasks and responsibilities
* Volunteers know their supervisors and or where to take concerns
* We provide volunteers with written policies and procedures that help them understand rights, responsibilities, and expectations
* We assess every volunteer role for potential risks
* We give volunteers clear role descriptions, including things like role, the approximate number of hours, location, background checks, skills required, supervisor(s), and purpose
* Our volunteer interviews and screening make the role of the organisation and volunteer clear to determine whether they are a good fit
* We seek to encourage a variety of ages, abilities, populations, and backgrounds to participate in volunteer activities
* We create and maintain a safe, supportive environment for volunteers