

## Volunteer Resources

Volunteers are essential to the success of many projects and services. Recruiting volunteers is easier when job descriptions are used, because it provides clarity and certainty about what is expected of volunteers.

You will need to decide:

- What hours and times are involved
- What skills, knowledge, and experience is required for the tasks
- What the key relationships are
- Who will manage your volunteers – it should be the person most closely involved with managing and supervising the volunteers.
- Whether the code of conduct for employees is suitable for volunteers
- Whether you will offer reimbursement of volunteer's expenses
- Whether you need to carry out police checks – you may want of if the volunteer is going to be
  - Working with vulnerable groups such as children
  - Handing money or finances
  - Driving a car
- Whether you will undertake evaluations of the volunteers
- How you are going to find and select volunteers
- Whether you will carry out reference checks
- Whether you will have a trial period
- What induction and training is necessary
- Mentoring or buddy support
- Recognition and retention of volunteers
- Whether you want to use exit interviews
- Whether your health and safety policies and procedures protects your volunteers

Creative New Zealand has an excellent resource with examples of volunteer agreements, code of conduct, application forms, acknowledgement, acceptance & decline letters etc

[http://www.creativenz.govt.nz/assets/paperclip/publication\\_documents/documents/368/original/volunteer\\_management\\_toolkit\\_-\\_august\\_2014.pdf?1409203182](http://www.creativenz.govt.nz/assets/paperclip/publication_documents/documents/368/original/volunteer_management_toolkit_-_august_2014.pdf?1409203182)

It may be useful to check with your local Volunteer Centre to find volunteers.

<http://www.involveme.nz/volunteeringnz/finding-volunteer-roles/#volunteer-centres>