

# Recruiting Volunteers – planning overview

## Planning and Organising

- Establish goals and budget for overall volunteer programme
- Define roles for volunteers
- Develop volunteer policies
- Set up insurance and expenses payments for volunteers
- Prepare staff, clients and existing volunteers for new volunteers

## Recruitment

- Clarify recruitment goals and budget
- Identify appropriate recruitment methods and strategies

## Selecting Volunteers

- Specify criteria for each voluntary role
- Choose appropriate selection methods
- Agree who is to be involved in the selection process

## Inducting and Training Volunteers

- Design induction programme
- Conduct training needs analysis

## Supervising and Supporting Volunteers

- Agree how volunteers will be supported in their work
- Decide who needs to be involved in support and supervision