

Working with volunteers

Best Practice 5 Creating clear assignments



Are there job descriptions for your volunteers?

How do you tell potential volunteers what you'd like them to do, what qualifications they need, how many hours you want them to work, or what they will get in return? A good job description can do all of these things.

Volunteers deserve a job title and a clear job description. After all, the word "volunteer" reflects what they get paid, not what they do. Tell the volunteer the purpose of their job and how it will help your group achieve its goals. Think about what motivates volunteers to get involved and about what tasks need doing in your group. Combine these needs as you design new jobs.

If you have clear job assignments, it will be easier to recruit volunteers. Job descriptions also help you identify the level of risk involved in each job and what you should do about it.

This is one of a series of ten best practices on volunteer management based on the Canadian Code for Volunteer Involvement (CCVI).

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