Matching Volunteers: Finding the Ideal Roles for Your Supporters Planning Guide

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Matching Volunteers: Finding Ideal Roles for Your Supporters

Finding the ideal roles for your volunteers requires a thoughtful approach and a holistic view of your program and supporters. Use this guide to clarify volunteer roles + processes for a boosted matching experience!

✓ **Clearly define current + future volunteer roles**

✓ **Evaluate your volunteer opportunity descriptions**

✓ **Evaluate processes + tools to simplify volunteer matching and centralize your database**

Clearly define current + future volunteer roles

Do you have a list of each unique volunteer role required to run your programs?

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Do you have written descriptions for each volunteer role?

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What new volunteer roles do you need to recruit to fill gaps in your program?

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Do you have descriptions of the ideal type of volunteer to fill these roles? Including activities, aptitudes, skills, and personality traits (ie people-person, strong accounting skills, loves to work with kids, high energy, attention to detail, etc.)

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Evaluate your volunteer opportunity descriptions

Do you have a description for each volunteer opportunity?

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Have you asked your current volunteers if they feel the opportunity description clearly explained the roles + activities they're doing? Note current volunteer feedback on the clarity of roles + opportunity descriptions.

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Ask someone with a fresh set of eyes (outside of your program/organization) what they think your volunteer opportunities + roles are describing. Note this feedback to help clarify your writing.

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Do volunteers feel clear when they show up for volunteer shifts on what they will be doing?

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Do we have a repeatable framework or template for writing out volunteer opportunity descriptions?

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Evaluate processes + tools to simplify volunteer matching & centralize your database

What is our current process for collecting volunteer info on interests + skills?

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Does this process require manual data entry?

_____

Do I have easy access to this data? Is it centralized for our program managers to access?.

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Can I easily contact volunteers sorted by interests and/or skills?
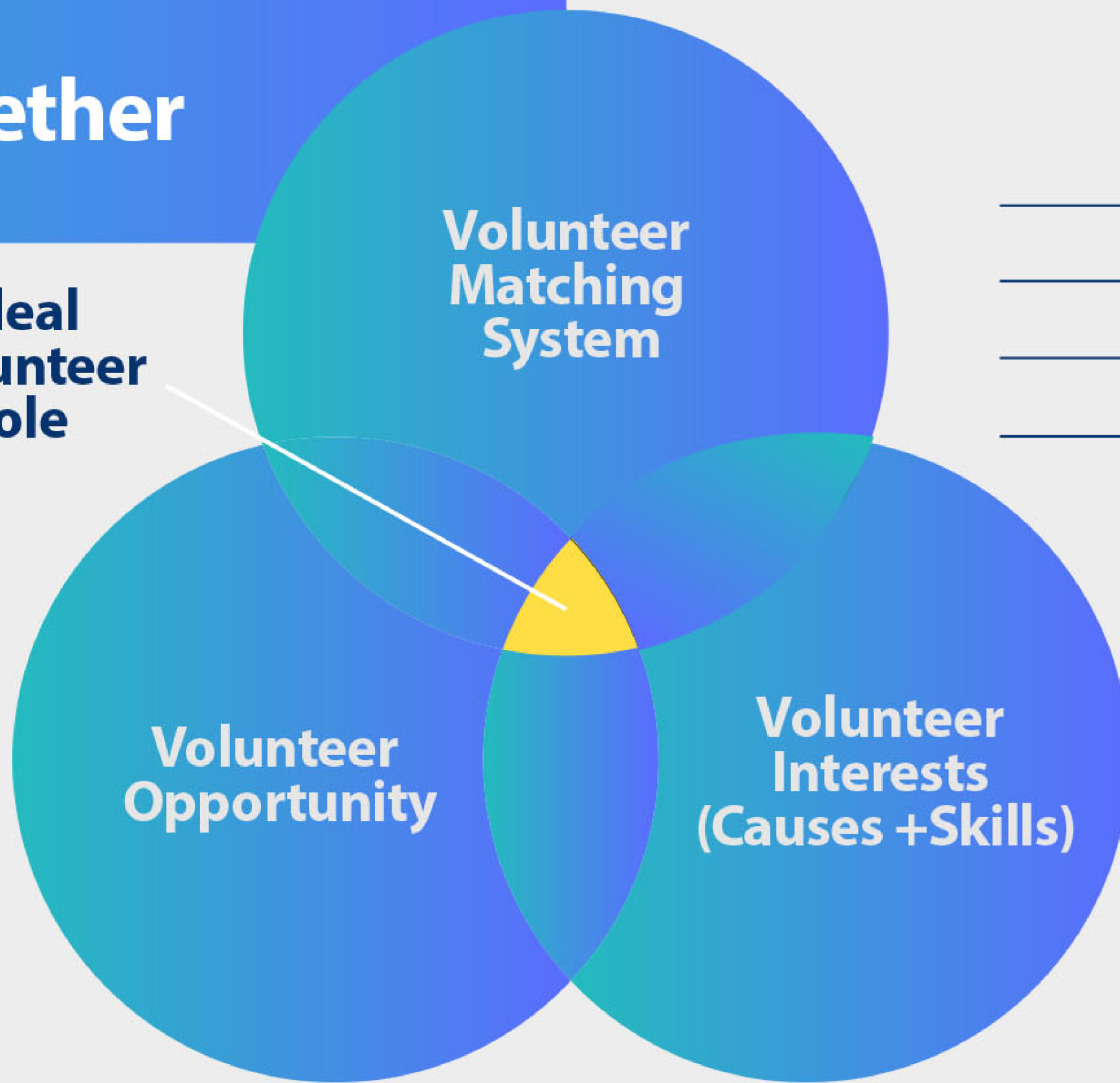
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Am I using one piece of technology that works together or am I using multiple tools (google forms, excel, email, free online sign-up forms, etc) that do not function together?

_____

Bring It All Together

Use your answers from the previous pages. Identify specific actions in each area you can take to boost your volunteer matching process.

Ideal Volunteer Role

Volunteer Matching System

Volunteer Opportunity

Volunteer Interests (Causes + Skills)

Head to our Learning Center for Volunteer Leaders to access bonus resources on volunteer management tools + how-tos on writing the best volunteer opportunity descriptions!

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