

Volunteer Programs to the Rescue



What Can a Volunteer Program do for You?

- ❑ Attack a backlog of unprocessed records
- ❑ Add productivity to a limited staff
- ❑ Low cost resource when budgets are cut
- ❑ New perspective and energy
- ❑ Community recognition and involvement
- ❑ Promote awareness of your services

The Worth of Volunteers

- ❑ The value of volunteer time is based on the average hourly earnings of all production and nonsupervisory workers on private nonfarm payrolls (as determined by the Bureau of Labor Statistics). Independent Sector takes this figure and increases it by 12 percent to estimate for fringe benefits.
- ❑ Dollar value of a Volunteer Hour, by State:
Tennessee: \$19.21 Texas: \$21.91 Utah: \$17.92 Vermont: \$17.77 Virginia: \$22.60 Washington: \$21.01 West Virginia: \$17.01 Wisconsin: \$18.20 Wyoming: \$18.97 Puerto Rico: \$11.41 Virgin Islands: \$16.29

Look for Successful Programs

- ❑ Visit volunteer programs in your area
- ❑ Notice how volunteers are treated
- ❑ Notice the attitude of volunteers
- ❑ Ask questions
- ❑ Use the best / avoid the not so good

Where to Start?

- Make a plan
- Appoint a coordinator
- Form a committee of shareholders
- Decide on the goals for the program
- What standards will you set for the work and for volunteers?
- Put your plan in writing

I don't know what your destiny will be,
but one thing I do know: The only ones
among you who will be really happy are
those who have sought and found how to
serve.

---Albert Schweitzer

Create a Plan

- ❑ Goals: What will the volunteers accomplish?
- ❑ How many volunteers do we want?
- ❑ What skills should they have?
- ❑ Standards: who can volunteer?
- ❑ Handbook: put it in writing.

Who Can Volunteer?

Sylvia & Haynes



Volunteers of any age
can contribute.

Landon, Kole, & Preston



The Plan

- ❑ The application
- ❑ The interview
- ❑ Introductions
- ❑ Screening
- ❑ Placement
- ❑ Evaluations
- ❑ Letting a volunteer go

The Application

ARCHIVES VOLUNTEER APPLICATION

Name: _____

E-mail Address: _____

Birthday mm/dd_____

Home address: _____

City: _____ State: _____ Zip _____

Phone number: _____

Hours available: 4-hour shifts available 5 days a week. Archives hours are 8 a.m. until 5:p.m. Monday through Friday.

Please check the times you are available. One 4 hour shift a week is great.

Mon. am__pm__ **Tues.** am__pm__ **Wed.** am__pm__ **Thurs.** am__pm__ **Fri.** am__pm__

What types of volunteer work are you interested in doing?

Please list the qualifications you have which may be applicable to this position.

Please list a reference, work or personal.

_____ phone _____

_____ phone _____

Have you, since age 18, been convicted of a crime, excluding minor traffic offences? **Y N**

Contact in case of emergency _____ Phone: _____

Volunteer's Signature _____ Date _____

Coordinator: Susan Mumford _____ Date _____

Mail or bring application to: **Utah State Archives, 346 Rio Grande St, SLC, UT 84101.** Or call: **(801) 531-3861 Susan Mumford, Volunteer Coordinator.**

The Interview

- ❑ Prepare for the interview and set aside time.
- ❑ Performance based questions let volunteers share their experiences and problem solving ability.
- ❑ Personalize questions.
- ❑ Focus on listening.
- ❑ Answer the applicant's questions about the position and the program.
- ❑ Thank the applicant for their interest and time.
- ❑ Set a time to get back to the applicant if you want to check references



Introductions

- ❑ Tour the facility and see the various projects underway.
- ❑ Introduce the volunteer to staff members and other volunteers.
- ❑ Give the volunteer an opportunity to talk and express interests.
- ❑ Give staff and volunteers an opportunity to talk to the new volunteer.

Screening

- ❑ The volunteer may make the assessment that the position or project is not of interest.
- ❑ The volunteer may not have the skills needed for the position. Be willing to be direct about what those skills are.
- ❑ Some positions will require that a background check be made before an assignment is given.
- ❑ Ask about willingness to commit a certain number of hours on a regular basis.
- ❑ If there is a dress and conduct code, review it.

Placement and Evaluation

- ❑ Assignments should be interesting and the atmosphere upbeat.
- ❑ Volunteers and supervisors both have a voice in assignments.
- ❑ Mentoring occurs when the success of a volunteer becomes important to the staff member or supervisor.
- ❑ Evaluations and observations on a regular basis keep volunteers involved and are a way to express appreciation and steer enthusiasm.

Letting a Volunteer Go

- ❑ Make sure volunteers clearly understand your organization's policies and procedures.
- ❑ Document volunteers' work and behavior.
- ❑ Give honest feedback on performance.
- ❑ Do not discuss firing a volunteer with staff or other volunteers. Make the reasons for your decision clear to the person. Be professional and polite.

Finding Volunteers

- Why and how does your organization represent a good cause? Who does your organization help?

Finding Volunteers

- ❑ What can a volunteer hope to get out of working for your organization? Can they gain new skills, satisfactions? _____

Finding Volunteers

- ❑ Consider the answers to the previous questions and design a recruitment announcement that indicates (1) how your organization contributes to the community, and (2) what volunteers can get out of working with your organization

Recruiting

- ❑ Where do you advertise your volunteer opportunity?
- ❑ Job fairs, volunteer fairs, at local colleges, high schools, and universities can provide a pool of potential volunteers.
- ❑ Fraternities and sororities look for group service projects.
- ❑ Local Schools; National Honor Societies, service clubs need projects.
- ❑ Community centers, councils, calendars, bulletin boards, newsletters advertise your project.
- ❑ Social media, websites, blogs, Face book, Twitter make your cause known.
- ❑ R.S.V.P. (Retired and Senior Volunteer Program, Aging Services) provides some financial incentives.
- ❑ Libraries, newsletters, unique bookmarks, newsletters, bulletin boards will advertise for you.
- ❑ Newspapers, radio stations, public service announcements, volunteer columns in local papers reach your local community.
- ❑ Rotary club, benevolent organizations, DUP (Daughters of the Utah Pioneers), Sons of Norway, SUP (Sons of the Utah Pioneers), church groups are other sources.
- ❑ 2-1-1 (United Way Referral Service) is specialized to let volunteers choose from a variety of options.
- ❑ Americore, VOA (Volunteers of America), Create the Good, AARP (American Association of Retired People) all organize volunteers.
- ❑ <http://www.smartvolunteers.org>
- ❑ Internship programs and partnerships with colleges and high schools provide a student motivated to participate for credit in your program.
- ❑ Court systems offer a source of individuals who have committed minor offenses and who have to provide community service in lieu of jail.
- ❑ Mental health organizations, support groups and common concern groups may align with your purposes.
- ❑ Corporate volunteer programs provide opportunities for employees to become involved in service to the community even during work hours.
- ❑ Government offices may allow employees to work one half day a week as volunteers in the community.