**Volunteer Management Plan**

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| **Planning the Volunteer Program** (Broad Overview)* Name and goals of organization
* Purpose of volunteer program and how it connects back to mission and vision
* Number and basic roles of volunteers
* Responsibility for direction and supervision of program
* Marketing of the program
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| **Recruitment and Retention** Recruitment Plan* Target audiences and their motivational needs
* Strategies and techniques for identifying and recruiting potential volunteers
* Create a volunteer recruitment document (brochure, flyer, or poster)

 Volunteer Job Descriptions* Tasks, responsibilities, and duties
* Work location
* Qualifications
* Orientation and training requirements
* Time commitment
* Expected results
* Benefits
* Contact person

  Screening Process - Application Review - Interview Process |
| **Reward and Recognition*** Examples of rewards and recognitions to be used for different volunteers
* Organizational resources available for reward and recognition
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| **Orientation, Training, and Development** Orientation Process* Outline
* Orientation manual

 Training Program* Outline with topics and timeline
* Strategies and techniques to be used
* At least 10 resources/references that can be used

 Training Evaluation* Choose an evaluation method
* Develop an evaluation document
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| **Evaluation**  Program Evaluation* Develop a logic model for the program
* Decide how outcomes will be assessed

 Individual Performance Evaluation* Develop an evaluation form
* Specify the process and goals of individual evaluation
* Specify who will perform the evaluation and how often
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