**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 |
| **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 |
| **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 |
| **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 |