

PLANNING A VOLUNTEER POSITION

In thinking about how and where volunteers might be involved in your area of responsibility, there are factors that you might want to consider.

Are there areas of work that paid staff are too skilled for, or staff simply have a preference to concentrate their efforts in another area?.

Are there areas in which there is too much work for staff to do alone?

Are there areas in which we can extend services?

Keep the following in mind as you think about the specific work you would like the volunteer to do.

The work must fit a part-time situation. Either the work must be small enough in scope to be productively approached in a few hours a week or else it must be designed to be shared among a group of volunteers.

Volunteers should be assigned to work with paid staff who are capable of supervising their activities.

There needs to be adequate workspace for the volunteer.

Contact Brooke Owen, Community Resource Manager, x6730, and she will be happy to work with you in developing a plan for including volunteers in your work group.