

# **Recruiting Volunteers**

## **Creating a Volunteer Program**

Most Nonprofits could not exist without volunteers. Find ways to create volunteer opportunities before distribution, during, and after distribution. Volunteers do so much more than just giving their time. Often they can become donors, they cut costs, offer new ideas, share their skills, and they can help spread the word of your mission!

## **Volunteer Programs with Integrity**

Start with a mission for your volunteers. What is their goal? For example: To lend a helping hand to our neighbors in need. It can be simple and straight forward. This will let volunteers know why they are volunteering and how they are helping their community.

## **Consider Creating a Volunteer Manager Role**

A Volunteer Manager is the person in charge of finding, training and managing volunteers for your organization. This is the person who volunteers can go to ask questions, let them know they won't be there for a shift, and get any papers signed.

## **Websites to Recruit Volunteers & What Your Post Should Include:**

Here are a few websites that you can use to recruit volunteers. Be as specific as possible in order to ensure you get the right volunteer. If they can only volunteer from 10a-12p let them know, or if there's lifting required, etc. If you notice that a majority of your clients speak Spanish or Creole, consider asking for someone who speaks that language. Schools and job fairs are also great sources for volunteers!

[Heart of United Way](#)

[Volunteer Match](#)


[AARP Create The Good](#)

- **Job Title** – Be creative. For food pantries this can be “Food Pantry Coordinator or Food Pantry Specialist”
- **Name of Supervisor** - Who can they ask questions to?
- **Objective** - What are they doing to help their community?
- **Responsibilities** - What are they in charge of?
- **Qualifications** - Do they need a diploma? Is there a special skill needed?
- **Time Commitment** - Usually 4 hours is the maximum shift. When will they volunteer?  
Example – Every Friday from 12:00-2:00p
- **Training and Additional Requirements** - Do you require a background check? Do they need to speak a second language? Will they need to speak to clients, or will they be working by themselves?
- **Policies that could affect their work** - The more information you give them the more likely they are to return!
- **Age Requirements** - Can they bring their kids? How old do you have to be to volunteer?


- **Clothing** - Do they need to wear sneakers? What type of clothing can they wear? What can't they wear?
- **Background Check** - Are these required?
- **Smoking Facilities** – Can people smoke on the property? Where are they allowed to smoke?
- **Cell Phone Policy** - Can they be on their phones; can they take photos of the clients?
- **Contact Information** - Who can they contact to let someone know they are running late or can't make it?


### Here's an example from Second Harvest's own Volunteer Management System:


Please note how easy it can be to hit all the necessary elements mentioned above. Making it simple to read and letting volunteers know they are needed and how they can help make a difference.



[Events](#)
[My Schedule](#)

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 Tue, October 30 11:30 AM - 2:30 PM (3 hours)

 1 slot remaining

 411 Mercy Dr. Orlando, FL 32805

 3 points

*Volunteers are needed to help out in our Production Kitchen!*

Volunteers will assist in putting together meals for children in need that is distributed through different Head Start Programs. Volunteers will not need to cook the meals, simply serve the items onto trays.

*\*Please note:* The children are relying on you! There is a specific number of meals that need to be made daily.\*

**Requirements:**

1. Must be at least 16 years old to help in this area please.
2. Must be able to stand for long periods of time.
3. Closed-toe shoes are required.
4. Please be on time.

SIGN UP

Questions?  
 Please contact [Heidi Labban](#)

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