

## “We need more volunteers”

### Considerations for recruiting volunteers

Organisations reach out to Volunteering Tasmania when they need more volunteers. When this happens, we start with the following questions: Do you need:

- New volunteers?
- Additional volunteers?
- Younger volunteers?
- Older volunteers?

We then consider the following:

- Do you actually need more volunteers, or more volunteer time contributed?
- Can you consider engaging volunteers in a different way or achieve your desired result with different solutions?
- How will you engage the new volunteers with the existing volunteers?
- What are the optimal volunteer numbers for the program you coordinate?

The *National Standards for Volunteer Involvement* provides best practice volunteer management strategies to consider when recruiting volunteers:

#### National Standards for Volunteer Involvement

##### Standard 4: Recruitment and Selection

*Volunteer recruitment and selection strategies are planned, consistent and meet the needs of the organisation and volunteers.*

4.1 If the organisation recruits' volunteers, it uses planned approaches to attract volunteers with relevant interests, knowledge, skills, or attributes.

4.2 Potential volunteers are provided with relevant information about the organisation, the volunteer role and the recruitment and selection process.

4.3 Volunteers are selected based on interest, knowledge, and skills or attributes relevant to the role, and consistent with anti-discrimination legislation.

4.4 Screening processes are applied to volunteer roles that help maintain the safety and security of service users, employees, volunteers, and the organisation.



### Where to start

**Step 1:** Determine the requirements and purpose of the volunteer roles that you need to recruit for.

*It is good practice to seek input from your existing volunteers to shape this role.*

**Step 2:** Develop a role title and description that can be used as an advert or information to potential volunteers.

**Step 3:** Decide where you will communicate your volunteer opportunity. There are many approaches to advertising volunteering vacancies, three approaches we know that work well are:

#### Advertise on Volunteer Connect

*This platform is administered through Volunteering Tasmania and is free to use with the appropriate insurances in place. Contact us if you would like to learn more about Volunteer Connect!*

#### Word-of-mouth

*One of the best recruitment tools is the voice of your existing volunteers. They share based on their experience with your organisation and the impact of their contribution*

#### Share your impact/story

*Share updates or the story of an existing volunteer with the call out for the vacancies you have in place. This can be done through your organisation's communication channels (eNews/newsletters, social media, website) or external channels such as local news publications, members of parliament community news, Council community notice boards.*

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## How can volunteering Tasmania help?

Volunteering Tasmania can assist in the following ways to our member organisations:

Consultation about the type of role/s you may be looking for to determine your volunteering need and working with you to determine your exact need.

Support when loading your role/s on Volunteer Connect. *We also offer information sessions in how to use Volunteer Connect.*

Promotion of your volunteer role/s in our monthly eNews if shared on Volunteer Connect. *(Subject to availability)*

We also encourage you to attend **Manager of Volunteer Network Meetings** to connect, share and learn with others.

These sessions are framed around the National Standards for Volunteer Involvement and are provided to support you with reviewing and maintaining best-practice volunteer management systems in the programs you coordinate.



## top 3 motivators



**community  
contribution**

**supporting  
a cause**



**values based  
contribution**



## If you are looking for short-term / spontaneous volunteers

Organisations may be requiring a group of volunteers for a short amount of time (part day, one day or a once-off contribution).

Before engaging short-term / spontaneous volunteer, check if your organisations policies and induction process can be reduced for someone who isn't likely to continue volunteering with your program.

When ready to seek this support, think about who you know that may have access to a group of people:

- Local business/organisation
- Corporate companies
- Schools
- Sporting or community groups

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