

Chapter II

HOW TO SELECT VOLUNTEERS

Fitting the  
Volunteer  
to the Job

If a Civilian Defense volunteer office has been organized in your community your first job will be to make needs for volunteer personnel known to it. Be very specific as to the exact nature of the job volunteers are to do and the desirable qualifications for each job, giving other information such as days and hours, where the volunteer is to report, who will supervise him, etc. The volunteer office will refer prospective volunteers for the position, leaving to the particular recreation group the right to the acceptance or rejection of these volunteers. The recruiting of volunteers should not be difficult since in a national crisis people are readier to volunteer than under normal conditions. If possible everyone who shows a genuine desire to serve should be given some sort of work in a field with which he or she is familiar. Best results are secured if volunteers are assigned only to jobs for which they have some aptitude or preparation. All volunteers should have such qualifications as:

1. Character and a high standard of personal conduct.
2. Dependability.