

HOW TO SELECT VOLUNTEERS

Fitting the Volunteer to the Job

3. Ability to work with others.
4. Readiness to accept training and supervision.
5. Ability and willingness to carry projects through to completion.
6. Acceptability to the community.

Judgment is needed in placing volunteers. Here are some good rules to go by:

1. Select each volunteer carefully in terms of the needs of the job to be done and the aptitude of the volunteer. To have too many volunteers for one job is almost as bad as the wrong person in the right job.
2. In choosing program leaders, remember that the person who can perform skillfully may or may not have the ability to organize, lead and arouse interest in others.
3. Give the volunteer a clear idea of the nature of the job. Make certain that the task interests the volunteer.
4. Allow the volunteer to participate as far as possible in the selection of the task, and in planning its execution so that he or she may gain some personal satisfaction from its completion.
5. Have a definite understanding as to the nature and extent of the service expected and of the responsibility to be assumed by the individual and by the Central Recreation Committee. Occasionally volunteers are asked to sign a form of agreement covering their duties and responsibilities, but in most communities verbal agreements can be relied upon.

Recruiting Volunteers

Recruiting should be tied in to a Volunteer Office if one exists. Recreational agencies should get the volunteer they know and want to register in the Volunteer Office.