4.1

## Building Capacity: Recruit Skills-Based Volunteers to Provide Free Professional Services

Advantages	Challenges
<ul> <li>□ Professional services are extremely expensive.         Obtaining skilled volunteers on a probono basis can provide otherwise unaffordable services to your organization</li> <li>□ Volunteers with professional skills can help build your organization's longterm capacity</li> <li>□ Engaging local businesses in your work can help expand your base of support and connect new audiences to your mission</li> </ul>	<ul> <li>□ Relying solely on volunteers to run your program requires you to recruit and manage volunteers on an ongoing basis</li> <li>□ Volunteers' schedules and levels of commitment vary</li> <li>□ Volunteers usually want to provide the types of basic services for which you already have sufficient volunteers</li> </ul>
Ctopo to	240000
<ul> <li>1. Clarify your needs</li> <li>A new website?</li> <li>A brochure?</li> <li>Help with your budget?</li> <li>Outline a scope of needed work with deliverables and a timeline to get the work done</li> </ul>	2. Identify who will supervise volunteers  • Which departments do the outlined projects fall under?  • Make sure supervisors have a clear understanding of the expected outcomes to help guide the volunteers' work
<b>√</b>	
3. Post volunteer position description  • Make sure the description covers all of the proposed projects and associated skills required for each project  • Highlight the benefits volunteers will receive from their commitment to your organization	<ul> <li>4. Review potential volunteers' resumé, references, and/or portfolio</li> <li>• How does their experience match up with the required skills for the projects?</li> <li>• Does their portfolio reflect work that is in line with your organization's theme, values, and mission?</li> </ul>
<b>√</b>	
5. Establish and agree upon timeline with volunteer  • This enables the volunteer to plan around the time commitment and fulfill all of their obligations  • Provides mutual understanding of what is expected out of your partnership from the beginning	<ul> <li>6. Orient volunteer to your organization and provide any information they may need</li> <li>Explain your organization's mission, history, and current initiatives to give them an understanding of your work</li> <li>Be ready to answer any questions they may have along the way</li> </ul>

4.1

## Recruit Skills-Based Volunteers for Professional Services

Work with each department in your organization to determine what skills are needed, record your needs here:

What skill sets or assistance is needed in your organization?	Which department is in need of skills-based volunteers?	How long will you need these services?

Using the information you have gathered above, write a compelling volunteer description and post widely. Keep track of your outreach efforts here:

Where did you post the volunteer opportunity?	When was it posted?	How many responses did this post yield?

## Volunteer Interview Form

	Volunteer Name:	Interview Date:	
	Volunteer Contact Info (em	ail, phone number, address):	
	Key Qı	uestions:	
Q1	?	Q3	?
		A3	
		Q4	
A2		A4	
	/D. J		
Pros/	Relevant Skills or Experience	Cons/Training Required	
		Cons/Training Required	
Pros/		Cons/Training Required	
		Cons/Training Required	