

4.1

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

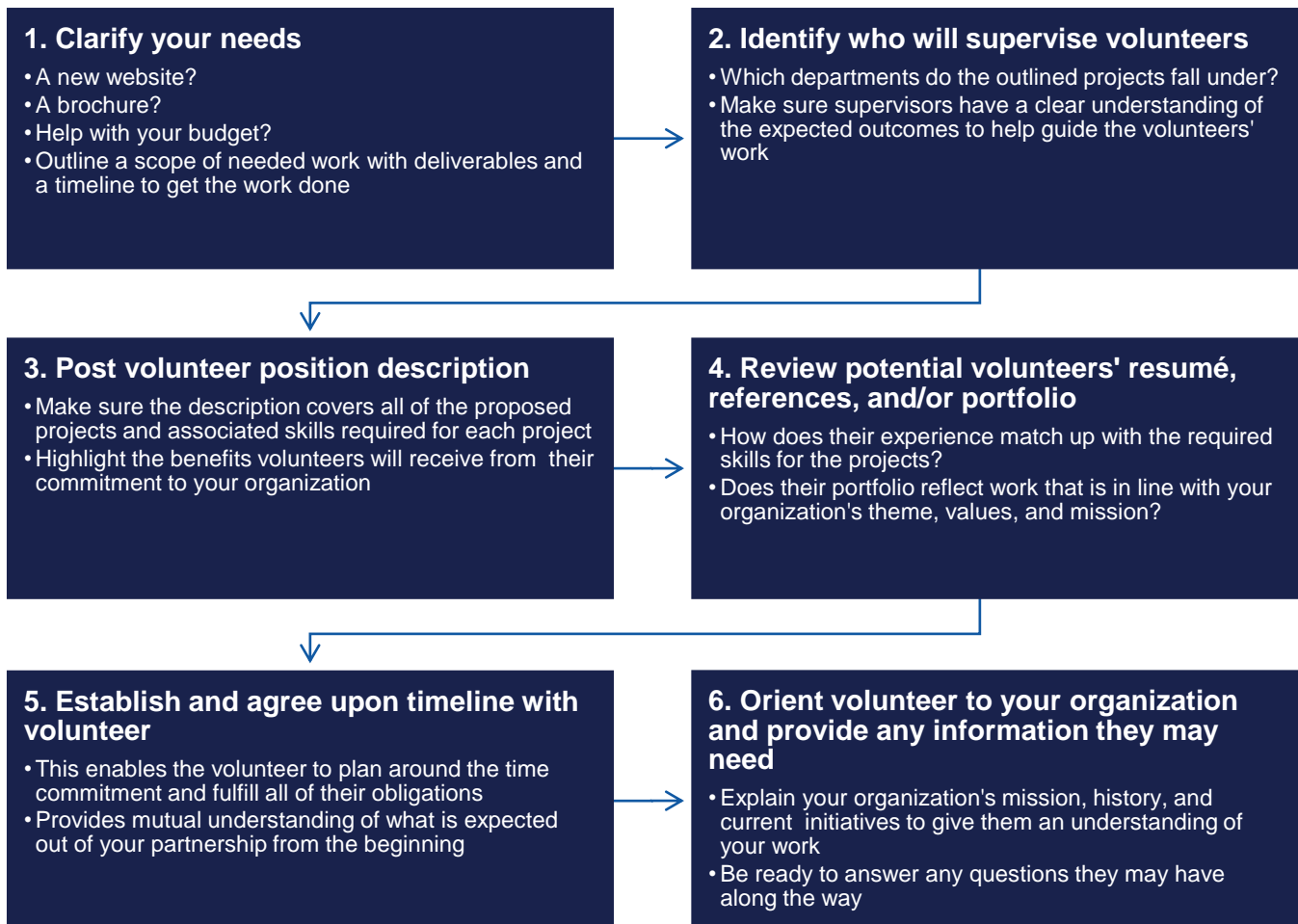
Advantages

- Professional services are extremely expensive. Obtaining skilled volunteers on a pro bono basis can provide otherwise unaffordable services to your organization
- Volunteers with professional skills can help build your organization's longterm capacity
- Engaging local businesses in your work can help expand your base of support and connect new audiences to your mission

Challenges

- Relying solely on volunteers to run your program requires you to recruit and manage volunteers on an ongoing basis
- Volunteers' schedules and levels of commitment vary
- Volunteers usually want to provide the types of basic services for which you already have sufficient volunteers

Steps to Success



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 (email, phone number, address):

Key Questions:

Q1. _____ ? Q3. _____ ?

A1. _____ A3. _____

_____ . _____ .

Q2. _____ ? Q4. _____ ?

A2. _____ A4. _____

_____ . _____ .

Pros/Relevant Skills or Experience

Cons/Training Required

Conclusions:
