



Do's of Attracting/Recruiting and Retaining Volunteers

- Do make sure you understand the agency's needs before recruiting volunteers.
- Do get back within a reasonable time (24 hour period is recommended) whenever a volunteer is referred to your agency.
- Do make sure that someone is designated to welcome and orient the volunteer to the agency, evaluate the skills of the volunteer and determine what they are looking to get out of the volunteer experience.
- Do make sure that the volunteer understands your expectations and is given a go to person to answer any questions the volunteer may have. Set guidelines upfront.
- Do be flexible, if your volunteer can do the job working from home take this into consideration.
- Do remain sensitive to the motivation and needs of the volunteer. They are the lifeblood of the nonprofit sector and usually come with in-depth experience and skill set.



Do's of Attracting/Recruiting and Retaining Volunteers (...continued)

- Do ensure that the volunteer understands the connection between the tasks he/she is assigned and the big picture.
- Do assess and reflect on the work of the volunteer. Upon completion of the assignment would you take on the volunteer again?
- Do share your volunteer success stories with other nonprofit agencies. This is an easy way to develop Best Practices.
- Do register your agency in our online database so that HOHV can best match your needs with volunteers
- Do post events or short term volunteer needs. These notices will appear on the volunteer home pages
- Celebrate your volunteer by openly thanking them for their involvement, even if their contribution was less than perfect.