



RECRUITING YOUR VOLUNTEERS BETTER.....

A QUICK REFERENCE GUIDE

- Produce volunteer information kits – including job descriptions for volunteer roles
- Check past and present membership lists for potential volunteers
- Conduct a skills audit of your organisation to identify potential volunteers
- Provide new members with information on ways they can get involved with your organisation as a volunteer (include in membership information)
- Write a letter of invitation to members inviting them to volunteer
- Organise “recruitment” drives using current volunteers to promote the club and its activities
- Use the local community newspaper – classified ad, letters to the editor, feature articles
- Produce posters, pamphlets or flyers that promote the club and the roles that volunteers are required for – distribute where potential volunteers may visit
- Organise community notices on the radio
- Talk to pre-retirement training sessions in commercial sectors
- Promote your organisation and its activities as part of Year 11 and 12 physical education studies at the local high school
- Offer young members the opportunity to take on the role of apprentice volunteers. Use existing and experienced volunteer as mentors.
- Promote your organisation and volunteer roles at local retirement villages and organisations
- Advertise for volunteers on your organisation’s website
- Contact Volunteering WA – utilise their volunteer referral service www.volunteer.org.au
- Advertise for volunteers on the “Go Volunteer” website www.govolunteer.com.au
- Offer volunteers the opportunity to “job share” their volunteer role with a friend or partner