

Volunteer Recruitment Checklist

As restrictions ease, you will have the opportunity to welcome your volunteers back. It is important to recognise that everyone will feel differently about this. Volunteer-involving Organisations must support their volunteers to ensure they have a psychologically healthy and safe environment.

View our [Re-starting Your Volunteer Program](#) guide for more information.

	Connect with Volunteering Victoria for advice on how you can tailor your recruitment.
	Be specific in describing what you are asking someone to do, make sure this is reflected in the title of the role.
	Describe the outcome and results of the volunteering role as well as the activities they will undertake. People generally want to volunteer to make a difference so highlight what this is.
	Have a broad and specific recruitment strategy. E.g. Advertising on VIKTOR/VIRA recruitment platforms advertising the position with online special interest groups or the location of the volunteering roles Facebook groups
	Use your people to get the word around, ask your volunteers and staff if they know anyone that would be suitable and ask them to advertise it in their networks.
	Sell the position! People are volunteering in their precious spare time. Make sure it sounds as if someone would want to do this.
	Answer questions before they are asked by including comprehensive information on the role for people through the advertisement process.
	Consider how flexible the role could be including short term options, can some it be done from home at any time? Promote these flexible benefits.
	Promote all of the benefits of the role and of volunteering generally.
	Consider if the pandemic has created any workforce solutions. For example, during the 2020 COVID-19 pandemic, sadly many people lost their jobs. This however provided an additional pool of people with time and skills to consider targeting for volunteer recruitment.