



## GETTING STARTED: TOP 10 VOLUNTEER MANAGEMENT TIPS

1. Complete a project plan before you begin to engage volunteers.
2. Create a system to manage and support volunteers:
  - Volunteer coordinator
  - Consistent project contact person
  - Tracking/record keeping system
3. Be ready to communicate about your greening project.
4. Before you recruit...Plan!
  - What skills do you need and when?
  - Develop job descriptions
  - Plan to engage volunteers at 3 levels of involvement and responsibility
5. Know your target and target your recruitment by:
  - Activity
  - Availability
  - Location
  - Volunteer-focused programming
  - Association
6. Provide training and orientation.
7. Keep volunteers happy. Help them to:
  - See the impact of their contributions
  - Build community connections, employment relationships and experience
  - Gain a sense of belonging
  - Feel valued and respected
  - Choose their role
  - Meet expectations.
8. Prevent volunteer burnout.
9. Recognize volunteers in meaningful ways:
  - Use a variety of methods (formal and informal)
  - Ask volunteers what they want
  - Acknowledge their efforts frequently
  - Appeal to their motivations.
10. Build educational and training opportunities into your volunteer recognition events.

### REFERENCES:

*Hands for Nature: A Volunteer Management Handbook*, 2003, Evergreen.  
[www.evergreen.ca/en/resources/toolshed/hands](http://www.evergreen.ca/en/resources/toolshed/hands)