**Volunteer Recruitment Checklist**

**Step 1 – Identify the need for a volunteer**

Identify the job that needs to be done

Identify how the work will benefit your club or association

*Insert additional task here*

**Step 2 – Create position description outlining the position**

Consider what skills or qualifications are necessary for the position

Consider what checks are required (e.g. working with children, police clearance)

Consider any other criteria for the position (e.g. experience, availability, time commitment)

Identify who will be the volunteer’s supervisor

*Insert additional task here*

**Step 3 – Identify recruitment possibilities**

Identify places where volunteers can be recruited from

*Insert additional task here*

**Step 4 – Begin advertising position**

Identify who is the contact for, and in charge of, managing applications

Check with existing volunteers whether one of them would take on the position

Create an attention-grabbing and engaging advertisement for the position

If children are members, state your club is committed to child-safeguarding in the advert

Put advertisement up in identified locations

*Insert additional task here*

**Step 5 – Receiving and screening applications**

Check screening procedure and screen applications you receive

Create set of interview questions and interview the applicants

Make a shortlist of volunteers for the role

*Insert additional task here*

**Step 6 – Selecting a volunteer**

Identify the successful volunteer

Contact the volunteer to let them know they have been successful and provide the full position description

Contact the unsuccessful volunteers and let them know the position has been filled

*Insert additional task here*

**Step 7 – Volunteer accepts offer**

Get the volunteer to sign the agreement for position responsibilities

Get the volunteer to sign any other required policies, such as member protection

Take down any advertisements

*Insert additional task here*

**Step 8 – Prepare for volunteer to begin**

Set a start date for the volunteer

Prepare induction pack for the volunteer, including important documents or information

*Insert additional task here*

**Step 9 – Volunteer begins**

Prepared induction to club/association when volunteer arrives

Run volunteer through their role, show them any equipment they need to use

Assign the volunteer a ‘buddy’ to work with

Check in with the volunteer after their first day

*Insert additional task here*