

How Welcoming and Healthy Is Your Group? A Check-Up For Volunteer Recruitment

Does your organization have difficulty recruiting new volunteers? It may be more than a lack of willing volunteers. It may be time to take a closer look at how your organization works.

CHECK-UP FOR VOLUNTEER RECRUITMENT

How to Use the “Check-up” Tool

1. Ask all members of the group to answer each question individually.
2. Collect all the forms and sum up everyone’s results for each category (i.e. Openness is the first category).
3. Share the overall results with your group. Highlight your strongest points and your challenges. Remember: there are no right or wrong answers.
4. A healthy group should be able to answer “yes” to these questions. If the group answers “no” or “not sure,” on some of these questions, it may be time to look at ways to make the group more inclusive, positive and productive.
5. As a final step to this exercise, collectively identify two practical ways you can improve your challenge areas.

	Yes	Sometimes	No
Openness			
Does your group make extra efforts to bring different people into the group?	2	1	0
Does your group make an effort to ensure new volunteers feel welcome?	2	1	0
Does your group realize what is “turning people away” from working with your group?	2	1	0
Purpose			
Does your group, and the work it does, still meet the community’s needs?	2	1	0
Does your group take time to review the community’s needs – even if this means taking a break from current work to look around and gather information?	2	1	0
Does your group talk to people – other than those currently involved with the group – to find out what they expect of you?	2	1	0

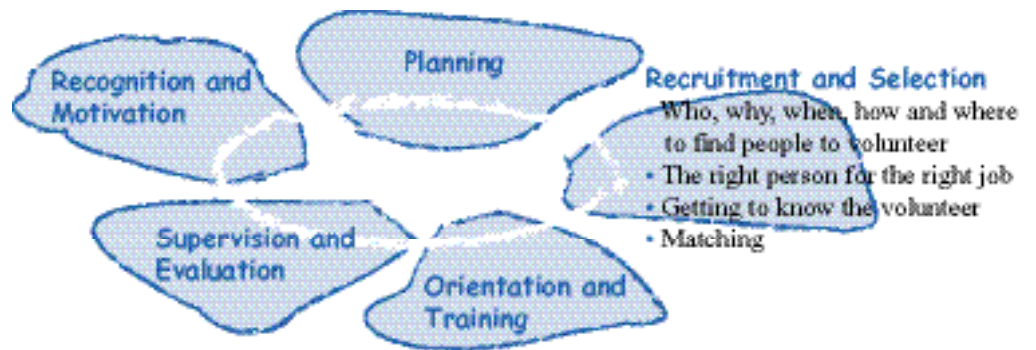
	Yes	Sometimes	No
Innovation			
Does your group listen to people's suggestions and consider new ideas?	2	1	0
Is your group willing to try out new ideas and test different approaches?	2	1	0
Does your group take chances and small risks - even if it means possible failure	2	1	0
Relationships			
Does your group ensure that everyone feels part of the team and feels they belong?	2	1	0
Does your group recognize the different and unique efforts made by each individual?	2	1	0
Does your group offer everyone opportunities to make decisions and take on leadership roles?	2	1	0
Communication: Getting the Message Out			
Does every volunteer in your group describe the group's purpose the same way, using consistent key messages?	2	1	0
Communication: Within the Group			
Is information shared between volunteers and leaders in your group in order to avoid confusion and misunderstandings?	2	1	0
Leadership			
Do the leaders in your group work well together and share the workload?	2	1	0
Planning for the Future			
Does the organization consider how to work as a team in order to advance the organization's mission and foster the growth of future leaders?	2	1	0

Volunteers who feel valued and know they are contributing to a well-organized group will stay involved longer. Their energy and commitment may also inspire others to participate. Teamwork, open communication, openness and respect all contribute to a healthy organization.

There is an approach to finding, involving, and keeping dedicated volunteers. It's called **Volunteer Development** and it is made up of five stages. This **Fact Sheet** (no. 5 of 14) addresses the importance of **volunteer recruitment and selection**.

For more information on the Volunteer Development Cycle or Volunteer Involvement, contact your local Volunteer Centre (www.volunteer.ca/volunteercentres).

Volunteer Development Cycle



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