



# Designing a Volunteer Leader Program

**Recruiting & Training Volunteer Leaders  
To Manage Events and Group Projects**

**for Volunteer Management Professionals**

# What Does a Volunteer Leader Do?

- ▶ A Volunteer Leader Expands the Volunteer Manager's Coordination Efforts by:
  - Recruiting and Managing Volunteers for Specific Group Projects and/or Events
  - Creating and Maintaining On-Going Group Opportunities
  - More Specifically: Volunteer Leaders Take Responsibility for all Communication with Project Volunteers (including pre & post emails, recognition letters, etc), Sign-In Sheets, Surveys, Project Logistics, and more.

# Why a Volunteer Leader Program?



- ▶ Having trusted Volunteer Leaders in place to give more personalized attention to volunteers and take care of detailed logistics and paperwork gives Volunteer Managers the ability to strengthen and expand their volunteer program.

# Recruiting a Volunteer Leader



- ▶ Create a job description and advertise opportunity on VolunteerMississippi.org (also use all other recruitment avenues)
- ▶ Keep your eyes and ears open
- ▶ Characteristics of a successful Volunteer Leader
  - Experienced volunteer
  - Demonstrated reliability
  - Passion for your cause
  - Leadership potential
  - Sound decision-maker

*\*Handout: Crafting a Volunteer Recruitment Message*

# Training a Volunteer Leader



1 - Using [VolunteerMississippi.org](http://VolunteerMississippi.org) for Recruitment & Management of Projects

2 – Volunteer Project Planning & Management



# Using VolunteerMississippi.org

- ▶ Using Online Recruitment & Management Tools
  - In VolunteerMississippi.org
    - Create a nonprofit profile for your Organization
    - Add each new Volunteer Leader as a one of the contacts
    - Give the password to each Volunteer Leader and train them on creating and managing volunteer opportunities, being sure to choose themselves as the contact for the opportunities they create.

\*Handout: *Creating & Managing Opportunities in VS*

# Volunteer Project Planning & Management

Give tools and instruction to Volunteer Leaders on how to manage a successful volunteer project.

- \*Power Point Presentation: *Volunteer Project Planning*
- \* Handouts: *Project Planning Worksheet, Final Project Report, Project Day Checklist, Project Evaluation Survey, Volunteer Sign-In Sheet*

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