

## ROLE PLAY:

### GETTING TO KNOW A NEW VOLUNTEER

Spend 5 Minutes interviewing your partner. Pretend they are a new volunteer that you are meeting for the first time. Then switch!

#### BACKGROUND

Tell me a little about yourself.

#### MOTIVATION

What is it about this organization that piqued your interest in volunteering?

#### INTERESTS

What are your favorite things to do?  
What skills would you like to use as a volunteer?

#### AVAILABILITY

What does your weekly schedule look like? How often are you hoping to volunteer?

#### ADDITIONAL INFORMATION

If time allows, ask about the best ways to support them as a volunteer (ex. Leadership style, communication style...).

# WORKSHEET:

## MAPPING OUT YOUR WEEK

What tasks and expectations do you generally have each week?  
 Organize your thoughts for 5 minutes to brainstorm the best task management system. Then discuss as a small group for 5 minutes!

| <b>TASKS</b>                   |  |
|--------------------------------|--|
| Functional Breakdown           | <ul style="list-style-type: none"> <li>% Volunteer Management</li> <li>% Other Area 1</li> <li>% Other Area 2</li> <li>% Other Area 3</li> <li>% Flux Time</li> </ul>  |
| Volunteer Management Breakdown | <ul style="list-style-type: none"> <li>% New Program Development</li> <li>% Volunteer Communication</li> <li>% Volunteer Training</li> <li>% Volunteer Recruitment</li> <li>% Volunteer Supervision/Relationship Building</li> <li>% Volunteer Appreciation</li> </ul> |
| Other Task Related Comments    |  |

## METHODS

Online Software vs. Paper vs. White Board?

Best Day of the Week for Planning

Number/Hours of Events Typically Each Day

Where and What to Archive

## MOTIVATION

What rewards can you give yourself throughout the day as you complete your tasks?

How can you be transparent with staff/volunteers about your work load?

## YOUR TURN:

### WHAT ARE YOU BRINGING HOME?

Spend 5 Minutes doing a little strategic planning of your own.  
Then find an accountability partner to make sure you follow through!

#### SHORT TERM

List Three Short Term Goals

- 1.
- 2.
- 3.

#### LONG TERM

List a Long-Term Goal

#### SHARING

List Three Things to Share with Other Staff

- 1.
- 2.
- 3.

#### ACCOUNTABILITY

Contact Information and Time to Check In With Another Attendee