



Let's Talk.....**Volunteer Management**

Volunteer management involves coordinating and overseeing volunteers to ensure they are effectively contributing to an organisation's goals.

Here are some key aspects:

1. **Recruitment:** Finding and attracting volunteers who are passionate about your cause. This can involve advertising through various channels, such as social media, community boards, and word-of-mouth.
2. **Induction and Training:** Once recruited, volunteers need to be inducted, to the organisation's mission, values, and procedures. Training is essential to equip them with the skills and knowledge required for their roles.
3. **Assignment and Supervision:** Assigning volunteers to tasks that match their skills and interests. Supervision ensures that volunteers are supported and any issues are addressed promptly.
4. **Motivation and Recognition:** Keeping volunteers motivated is crucial. Regular feedback, recognising their contributions, and providing opportunities for personal and professional growth will all help to keep volunteers motivated.
5. **Communication:** Maintaining open and clear communication with volunteers. This includes regular updates, meetings, and being available to answer questions or provide support.
6. **Evaluation and Feedback:** Regularly evaluating the performance of volunteers and providing constructive feedback. This helps in improving their effectiveness and ensuring they feel valued.
7. **Retention:** Keeping volunteers engaged and committed to the organisation. This can involve creating a positive and inclusive environment, offering incentives, and ensuring they feel appreciated.

Effective volunteer management ensures that volunteers are happy, productive, and aligned with the organisation's goals. Do you have any specific questions about any of these aspects?

Useful links

Tools and downloads from CVA [Volunteer Involving Organisations - Croydon Voluntary Action](#)

Involving Volunteers [Involving volunteers | NCVO](#)

Volunteer Managers [Home - Association of Volunteer Managers](#)

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