**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*