**Organization Needs Assessment for Volunteer Roles**

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| Volunteer Position Title |  |
| **Planning Part 1:****Purpose of Position (how will it enhance your work)** |
| How does it support your vision/mission/mandate? |  |
| How does it help you engage with your community? |  |
| How does it extend your work? |  |
| **Volunteer Role** |
| Describe the role. What makes it meaningful – to you and to a volunteer? |  |
| **Capacity to Manage** |
| How many volunteers are needed for this role? |  |
| How many hours is that person able to invest in volunteer management? |  |
| **Planning Part 2:****Assessing Risk** |
| * Level of supervision – how closely are volunteers monitored?
* Degree of physical isolation – is the volunteer in your office, off-site, public location?
* Degree of physical contact with a vulnerable person – is the volunteer interacting in person, alone, with others?
* Degree of trust or discretion required – what is the expectation for confidentiality?
* Degree of knowledge or skill required – do they have it or do you need to train them?
* Potential hazards of the role – is there potential for accidents?
* Additional considerations? E.g. childminding adult to child ratios, etc.
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| **Policies and Procedures** |
| What are the policies and procedures you have that address the identified risks? |  |
| Are additional policies needed? (any specific to the role, your own personnel policies, examples of others) |  |
| How will volunteers be screened? |  |
| How will these be communicated to the volunteer? |  |
| List documents to be signed by volunteer to show they have read them and agreed. |  |
| **Volunteer Role Description**  |
| What level of time commitment is required? Is there a minimum number of months required? |  |
| Describe the people who the volunteer will be serving and working with. |  |
| List specific duties/activities |  |
| List required skills/abilities/qualities needed for this role. |  |
| Where will the work be done? |  |
| Describe anything unique about this position. |  |
| **Later Planning: (covered in later modules in the e-learning)****Other Considerations**  |
| How will you recruit for this position?  |  |
| Describe orientation for this position. |  |
| What are the training requirements? |  |
| What is the supervision and communication plan? |  |
| What are your retention and recognition strategies? |  |