Volunteer Role Assessment

Before developing any new volunteer role, use these questions to assess whether the role is strategic, attractive, and viable. This form is designed to guide conversations between volunteer engagement leaders and staff partners who are requesting new volunteer positions to ensure that everyone involved has capacity to sufficiently support volunteers in the proposed role, particularly if the role is to be considered a remote or virtual role.

If you cannot answer any of these questions satisfactorily, your organization may not be ready to implement the position.

Is the role strategic?

What is the difference that this volunteer role will make? What tasks would an individual in this role do? How would this role help your organization, program, or committee achieve its priority goals?

Is the role attractive?

Would a volunteer find this work meaningful? Would a volunteer find this work enjoyable?

Is the role viable virtually and/or onsite?

Can the work be completed offsite? If so, where? What resources would be needed for the volunteer to complete this work remotely? (Consider technology, access to data, equipment, transportation, funds, etc.)?

Are there additional or different security measures to mitigate risks of completing work offsite?

Does the organization have capacity to support the role?

What skills would the volunteer need to be successful? Does your organization have the resources and training capacity to equip the volunteer for success?

Is there an employee or volunteer leader who has capacity to train and support volunteers in this role?

Which policies may need updating to accommodate the role, whether onsite or virtual? Does the handbook need updating? (Consider risk management and information systems policies regarding access to organizational data. Consider also volunteer tracking and recognition systems to ensure that the work done virtually is meaningfully tracked and appropriately recognized.)

What else should the volunteer engagement team know to determine the best structure and timing for this role?