

Recruitment Strategy Worksheet

Volunteer job description (summary):

Skills and qualities needed to perform this job:

What types of people are most apt to have these qualities? (age, gender, educational level, experiences - what types of people have made the best volunteers in this position previously?)

What are the best sources for finding my needed volunteer(s)? (service clubs, corporations, colleges, youth clubs, etc.)

What techniques or methods would be most appropriate to gain access to them? (friend or colleague to personally ask, speak to Rotary, talk to classes at the local college, PSA on teen radio station, etc.)

What benefits will these volunteers receive by doing this job? (i.e., what exchange are we offering them: work experience, networking opportunities, making a difference)

Who is the best person to do the recruitment and why?

