

Volunteer Management Plan

Creating a Positive and Impactful Volunteer Experience

Instructions: Fill out some key pieces to your management of volunteers while onsite.

1 Welcome: *Setting the tone*

Who will greet them? _____

How will they get here? _____

Where will they put their stuff? _____

What do I need to tell them before service? _____

How do I want them to feel before beginning service? _____

2 Service: *Guiding their work*

How will other staff be involved?

What expectations do I want to set?

What is my main goal for the volunteer to accomplish?

3 Wrap-Up: *Showing appreciation*

Closing Out: What needs to happen to wrap-up their service?

Saying Thanks: How will you express your gratitude and communicate their impact to them?

Next Steps: How will you get the volunteer to start thinking about future service?