

Handout: Weighted Tasks

This is not your Grandma's volunteer services department

Key Information	request	request2	request3
time frame	1 day	3 days	1 month
priority	high-client	low-event, last min	high-stakeholder event
number of vols	1	5	10
special instructions	trained vol	outside, bring umbrella	good reps of the org
vols available	5	15	25

Sample table: Weighting Volunteer Requests

Key Information	Request	Request	Request	Request
Request name				
Priority				
Timeframe				
# vols needed				
Special instructions				
Training				
Vols interest				
Vols avail				
Other				

Weighting volunteer tasks is a way to illustrate and create awareness regarding the complexity and nuances involved in matching volunteers to a request or task. By prioritizing tasks as they relate to mission centric volunteer engagement and support, it is possible to guide organizations into recognizing the effort each task requires when matching volunteers.

Prioritizing tasks never means diminishing all that volunteers do, it simply seeks to end the “everything is a crisis,” and the “I need a volunteer now,” mentality. When too many requests, or too little time is given to finding volunteers, then the person requesting must be made aware that priorities must be followed.

Sample “weights” include:

Priority: Client related tasks or those supporting day to day operations may be your highest priority, whatever you determine needs filling first.

Timeframe: How much time is given to find volunteers? Less time=more effort.

of volunteers requested: The more volunteers requested, the more effort involved.

Special Instructions: Do the volunteers have to bring anything, stand in the sun, use their car? This cuts down on # of available volunteers.

Training: Is specialized training needed?

Volunteers interested: Not all volunteers are willing to do the task.

Volunteers avail: Eliminate the volunteers who are out, sick, on vacation etc.

-Meridian-if you have any questions, or want to chat further, please email me at volunteerplaintalk@gmail.com

Thanks for the opportunity to share with you!