

Basic Criteria for Developing a Volunteer Job*

- Is the work to be done meaningful? Is it useful and significant to the agency?
- Can the need for the job be explained to a potential volunteer?
- Can the work be done by volunteers? Can it be reasonably split into tasks that can be done on a part-time basis? Are the skills needed likely to be available from volunteers, or can volunteers be easily trained in that area?
- Is it cost-effective to have the job done by volunteers? Will you spend more time, energy, and money to recruit, orient, and train volunteers than you would if you hired new staff? Is volunteer involvement to be on a long-term or short-term basis?
- Is a support framework in place for a volunteer program? Do you have:
 - A volunteer manager?
 - A volunteer policy?
 - Insurance covering volunteers?
- Are paid staff willing to work with volunteers? Do they understand their roles in relation to volunteers?
- Can you identify volunteers with skills to do the job?
- Will volunteers want to do this job? Is it rewarding and interesting, or have you simply tried to get rid of work that no one would really want to do, paid or unpaid?
- Do you know what you will do with the volunteers when you have them? To whom will they report? Do you have adequate space for them to work in?
- Is the agency committed to the involvement of volunteers—or is someone just looking for a quick fix?

**Adapted from 101 Ideas for Volunteer Programs, Steve McCurley and Sue Vineyard, 1986.*