



Being a Volunteer Ready Organisation

Volunteers can be found in all types of organisations and contribute enormously to modern life. Involving volunteers can seem challenging but creating a simple structure with key policies and processes will make this easy for your organisation and an enjoyable experience for your volunteers. Being organised will mean that you can be flexible for your volunteers while benefitting the organisation. Our information sheets will give you everything you need to know to develop the policies and processes for involving volunteers. Good practice involves:

- Creating a welcoming environment in your organisation for volunteers
- Writing a policy for working with volunteers in your organisation
- Writing simple role descriptions for what needs doing
- Having a recruiting system in place and fully inducting your volunteers
- Asking volunteers to sign a volunteer agreement
- Ensuring you recruit a diverse volunteer body
- Offering support and supervision
- Having a system for solving problems and managing difficult situations
- Understanding the role of volunteers and the law

Are you volunteer ready?

Make sure your organisation is volunteer ready. Does everyone in your organisation know that you are going to be recruiting volunteers? Ideally everyone will have been involved in discussions around volunteering and how volunteers could benefit your organisation. You will need to have decided and communicated what tasks your volunteers may do, where this will happen and how they will be supported with their volunteering.

Once you have everyone on board, set up your system for involving volunteers in your organisation.

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