

## BECOMING A VOLUNTEER-READY ORGANISATION

Volunteers can be found in all types of organisations and make a significant contribution to them and the communities they support. 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 your organisation. Our information sheets will give you everything you need to help 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](#)
- 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.



## Additional support

Community First Yorkshire can help you with many aspects of Volunteer Management, from recruiting and training volunteers to looking after and retaining them. Simply fill in an [enquiry form](#) and we'll get back to you.

Did you know, you can advertise your volunteering roles for free on our [Volunteering in North Yorkshire \(VINY\)](#) directory?



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