

New York-New Jersey Trail Conference Volunteer Management System

Lunch and Learn
Wednesday, May 16, 2007

Volunteer Needs and Volunteer Placement

- I. **Job Descriptions:**
 - a. The Form – used for recruiting and screening
 - b. The Post – ad's will be posted on www.nynjtc.org, external websites (such as volunteermatch.com, idealist.org, etc.), in the Trail Walker and in the monthly eBulletin (please follow submission guidelines)
 - c. The Submission Process: You can submit a new job description to the Volunteer Coordinator at any time. **Submissions should be made by the 15th of the month for eBulletin and Trail Walker submissions.** The form is available on the server: office\volunteer\Job Descriptions
- II. **Volunteer Screening**
 - a. Volunteer Coordinator
 - reviews volunteering w/Trail Conference (history, membership requirements, etc.)
 - screens for interest area and open volunteer positions
 - records information into database:
 - contact information in "Names" database
 - volunteer interest in "Roles" database
 - forwards lead to appropriate staff liaison/project point person along with interest details
- III. **Follow-up**
 - a. Staff liaison/project point person must follow-up with volunteer a.s.a.p. (within one week)
 - b. Further screen for open position(s), answer specific questions, etc.
**if no open positions exist but a volunteer is interested in volunteering within your program area, the volunteer will be informed that nothing is presently open. HOWEVER, staff liaisons should still send an email or letter acknowledging their interest and letting them know they will be considered when something opens in the future.*
- IV. **Placement**
 - a. If placed – report date and position title to Volunteer Coordinator via email a.s.a.p.
 - Volunteer Coordinator will send welcome letter/packet, including Volunteer Policy Handbook, Volunteer Hours Reporting Information and any other paperwork requested by staff liaison.
 - b. If NOT placed – report to Volunteer Coordinator (include reason for non-placement and any additional information)

DON'T FORGET TO THANK YOUR VOLUNTEERS!

Though Trail Conference Wide Volunteer Recognitions will be further developed, it is up to the volunteers Supervisor/Manager to thank those working with them

To Be Developed/Updated:

1. Volunteer Assignment Forms (sans Trails)
2. Volunteer Interest Form/Survey
3. Volunteer Opportunities Flyer