



# Thinking of Involving Volunteers?

Dublin City Volunteer Centre  
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volunteer centre

Ionad d'Obair Dheonach Cathair Bhaile Átha Cliath

DUBLIN CITY





# Your Local Volunteer Centre

- Advertise your Volunteer Opportunities
- Refer Volunteers on to you
- Help promote your Roles & Org
- Support - developing volunteer roles, templates, policies ...
- Training, networking & information events
- Garda Vetting service
- National Volunteering Week
- and much more ....

# Planning to Involve Volunteers

- Why we involve Volunteers
- What Motivates Volunteers
- Expectations of Organisations and Volunteers
- Identify different Volunteer Roles
- Drafting a Volunteer Role Description



# Volunteer Management Programme



- Today we will look at the first stage – Planning for Volunteer Involvement



# What is Volunteering?



"Volunteering is the commitment of time and energy, for the benefit of society, local communities, individuals outside the immediate family, the environment or other causes.

Voluntary activities are undertaken of a person's own free will, without payment."

*The White Paper Supporting Voluntary Activity (2000)*

# VOLUNTEER



# Why do people Volunteer?



A word cloud containing various reasons for volunteering. The words are arranged in a cluster, with 'Make a difference' being the largest and most central. Other prominent words include 'Experience', 'Skills', 'Give something back', 'Help people', 'Take action', 'Learn', 'Try something new', 'Meet people', 'Passion', 'Hobby', 'Be involved', 'Interest', 'Enjoyment', and 'Time to spare'. The words are in different colors (blue, red, purple, brown) and orientations.

Take action  
Learn Try something new  
Hobby Meet people Help people Passion  
Give something back  
Make a difference  
Be involved Experience Skills  
Interest Enjoyment Time to spare

1. Do my bit to make the world a better place
2. Develop my skills / education
3. I think it will be good for me
4. Want to make a difference
5. Want to meet new people
6. Part of my religious belief
7. Support a particular cause

# Volunteer Needs life cycle

Thinking about volunteering

Getting started

Making a Difference

Building on success

Volunteering  
Starts

Volunteering  
Ends

What does  
volunteering  
mean to me?

What do I  
want to do?

Why do I  
want to  
volunteer?

Be interested  
in me

Where to  
find  
information

Provide me with  
the information

Make it  
easy to get  
involved

Feel  
ready to  
start

Find it  
rewarding

Have the  
right  
tools

Know I've made a  
difference

Feel  
supported

Enjoy it!

Opportunities  
to learn new  
skills

Opportunities to  
progress

My achievements  
are recognised

Shape the  
organisation

Recommend  
Volunteering

Choose what  
next steps are  
right for me



# Organisation Needs life cycle

Thinking about volunteering

Getting started

Making a Difference

Building on success

Volunteering  
Starts

Know where  
to involve  
volunteers

A developed  
volunteering  
culture

Have the  
resources,  
processes and  
documentation

Be  
attractive to  
volunteers

Get the right  
information  
from  
volunteers

Find a match

Get  
volunteers  
ready

Communicate  
effectively

Deliver  
the  
service

Support  
volunteers

Keep  
volunteers  
motivated

Manage  
expectations

Recognise  
volunteers

Get  
feedback  
from  
volunteers

Measure the  
impact of  
volunteering

Build capacity  
of volunteers  
and the  
organisation

# Barriers to Volunteering



- Lack of knowledge or experience
- Awareness of organisation
- Timing or non-availability of transport
- No provision for volunteer support mechanisms
- Fear of over commitment
- No provision for Child / Adult Care
- Perceptions of Inclusion / diversity
- Not wanting to volunteer on own
- Previous negative volunteering experience

what do  
**YOU**  
expect?



# Expectations of Organisations

- Belief in the ethos and mission of the organisation
- Bring specific skills
- Have tasks done in a particular way, to a certain standard and within certain timeframes
- Punctual attendance and see through time commitment
- Fits in with team
- Adds something by being there



# Expectations of Volunteers

- Clear role description including clear time commitment
- Trained appropriately
- Managed well – including support & supervision
- Appropriate policies & procedures in place
- Reimbursement of out-of-pocket expenses
- Recognition and appreciation for a job well done







# Volunteer Role Descriptions

- **What** – will they do?
- **When** – are they needed?
- **Where** – will they be volunteering?
- **Why** – should they get involved?
- **How** – will they contact you?





# Benefits of Role Descriptions

- Helps you plan your resources and prepare for involving volunteers
- Identifies volunteer tasks, goals and the skills required
- Provides volunteers with an understanding of what the role entails
- Reduces misunderstanding around the role
- Reduces time and resources spent on recruitment and selection of unsuitable volunteers
- Helps you evaluate the performance of your volunteers

# Volunteer Management Programme



## ○ First stage Completed:

- Motivations for Volunteering
- Expectations from both sides
- Different Volunteer Roles
- Creating a Role Description
- Benefits of Role Descriptions

# Thank You

Thank you for your attention  
Any questions or comments?

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