Volunteer Management

Establishing a system for managing volunteers and giving them an opportunity to develop new skills and responsibilities can strengthen your organization and make it more stable in the long run.

Before you begin recruiting volunteers, consult **How to Plan Volunteer Projects** to outline the projects you need help with, and use the **Template | Volunteer Project Chart**, **Template| Volunteer Job Chart** and **Template| Volunteer Database** to help with keeping track of important information about your volunteers. When you have an idea of what you need help with, go to **How to Recruit Volunteers** for advice on how to find people who are a good fit. You can also use the **Template| Questionnaire for Volunteer Interviews** to lead you through an interview with a candidate.

After you have recruited volunteers, **How to Conduct Orientation and Training** shows you how to break the ice, what you should cover, and how to integrate volunteers into your group. If you have several volunteers, it is helpful to create a system, and **How to Set Up a Volunteer System** can help you do that. The **Template| Volunteer Database** will help you keep track of important information about your volunteers and interns.

Your volunteers may become future NGO leaders, or leaders in your own organization. **How to Develop Future Leaders** is a tool to use in identifying who may become a future leader, preparing them for leadership, and helping volunteers to grow within the organization. When volunteers leave, you can ask them to give you feedback via the **Template| Volunteer Exit Memo**, so you can learn from the experience and improve it for future volunteers.