



## Tips for Engaging and Recruiting Volunteers

If you are planning to recruit new volunteers or want to refresh your volunteer engagement process these few tips and guidance links are a good place to start.

### Planning for volunteering is key:

Planning for volunteering is important. Planning ensures that your volunteering opportunities are an enjoyable experience for all involved. Where should you start? Try answering these questions: -

- Why are you involving volunteers?
- What role will volunteers play in your organisation or group?
- What policies and processes do I need to have in place to ensure I am prepared for involving volunteers?

### Describing your volunteer roles:

It is important to have clear volunteer role descriptions in place. If a volunteer is given as much information about the role as possible up front, it will help them to prepare fully for the role. Try identifying when they will be needed, where, how often, how long for etc. is there training required, additional support available?

### Preparing and Supporting volunteers:

A volunteer induction is a great way to cover in detail all that is required of the volunteer before they start their role. Inductions can also be helpful for the volunteer to ask any questions they might have about the role, your organisation or what is required/expected of them.

### Are you a Volunteer Friendly or liV Achiever?

If you are an achiever, it is important to tell potential volunteers that. Achieving these quality standards show that your volunteer programme/opportunities are focussed on the highest level of good practice and that your organisation/group is good at supporting and involving volunteers, so make sure prospective volunteers know this. This will make you stand out against other groups or organisations! [Find out more about liV and Volunteer Friendly here](#)





## Available guidance and training

from Volunteer Scotland:

### Available Training:

Volunteer Scotland have a range of training opportunities for all volunteer involving organisations and groups. Including Interactive Learning Bites (2hour online sessions) that cover a range of topics to help you prepare, involve and manage volunteers. These online sessions will update you on good practice, give you the opportunity to learn and discuss with experienced trainers, as well as other volunteer practitioners. [Find out more here](#)

### Available Guidance and Templates:

Volunteer Scotland have a range of resources related to 'getting volunteers started' in your organisation/group. Including templates for Volunteer Role Descriptions, creating a Recruitment plan, an Induction checklist as well as guidance for creating a volunteer agreement, a positive volunteer induction plus more. [Find out more here](#)



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