Virtual Volunteering

Organisation readiness checklist

To be able to evaluate your needs, it is worth considering what projects or areas of your work which (if not all) would benefit from the utilisation of volunteers.

1.   List all of your ongoing projects or work areas

2.   Ask your workforce (employees, volunteers etc), what tasks need additional volunteer input

3.   Connect the tasks to the projects/work areas if possible. (If some tasks are related to the management of the organisation, consider it as an "organisation project")

4.   Consider any deadlines for projects and related tasks

5.   Highlight tasks from the list that can be delegated to volunteers

6.   From those highlighted tasks, assess which can be completed by a virtual volunteer

Since 2007 the Canterbury & Herne Bay Volunteer Centre has been supporting, promoting and developing volunteering opportunities within the Canterbury District. As technology continues to evolve, people are looking for new ways to volunteer in a non-traditional way keeping up with the new technologies and trying to better time-manage their lives in this busy world. We consider it a privilege to be able to help, and we are stepping up by developing a Virtual Volunteering project to enable everyone to find the volunteering roles that fit in with their lives.

VIRTUAL VOLUNTEERING

7.   Create relevant role descriptions

8.   Adapt practices and procedures for these roles if necessary including assessing any safeguarding issues which may arise

9.   Decide who is going to manage each virtual volunteer or virtual volunteers in general

10. Initiate the Marketing & Recruitment processes for volunteers – considering the audience(s) you are seeking and the most suitable communication channels for these

11. Undertake the interview & selection process for volunteers (you may need to adapt this process for virtual volunteers)

12. Implement an induction process for volunteers

13. Initiate ongoing evaluation/annual assessment and assess any progression needs for the volunteer

14. Conclude or extend of the role

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