

FIGURE 1-2: What To Do If You Have A Volunteer Program

IF YOU HAVE A VOLUNTEER PROGRAM

1. What kind and numbers of people volunteer currently? Compare these to your customers and your community.
2. What projects, activities, programs are they involved with?
3. Do you have specific objectives for your program? How do these relate to your library's objectives?
4. What is the competition for your volunteers' time?
5. Who would you like to attract as volunteers? How do they differ from current ones?
6. What benefits do you provide to volunteers?
7. Do you have a budget? Paid staff?
8. At what locations and work spaces do volunteers work?
9. How do you recruit for volunteers and promote or publicize your program?
10. What needs are you filling for your library? For your volunteers?
11. What needs are you not meeting for your library? For your volunteers?
12. What would you like your program to look like in 6 months? 12 months? 18 months?
13. What research do you need?
14. Describe your training for volunteers. For staff who supervise volunteers.
15. Describe your reward and recognition efforts.
16. Who would make decisions about changes in your program (including expansion or reduction)?
17. What projects or duties do you have pending that might be filled by volunteers and why are these activities appropriate?
18. How are volunteers placed, or who determines their assignments?
19. How can volunteers express their opinions, suggestions, and complaints; and how do you respond to these?
20. Do you have a "career ladder" for volunteers?
21. Summarize your strengths in dealing with volunteers. Your weaknesses.
22. Make a diagram of the management structure for your volunteer program.

FIGURE 1-3: What To Do If You Don't Have A Volunteer Program

IF YOU DON'T HAVE A VOLUNTEER PROGRAM

1. What do you hope a volunteer program will accomplish?
2. What projects, activities, and programs could be worked on, and why are these especially appropriate for volunteers?
3. Do you have specific objectives for your program? How do these relate to your library's objectives?
4. What is the competition for possible volunteers?
5. Whom would you like to attract as volunteers?
6. What benefits can you provide to volunteers?
7. Do you have a budget? Paid staff?
8. How could you recruit volunteers and promote your program?
9. What realistic needs would volunteers fill for your library?
10. What would you like your program to look like in 6 months? 12 months? 18 months?
11. What research do you need?
12. Who would train your volunteers and what would that training include? For staff who supervise volunteers?
13. Who will make decisions about your program? How do these people envision its structure, role, management?
14. Diagram a possible management and supervision structure for your program, with duties like recruitment, training, placement.
15. How would volunteers express their opinions, suggestions, and complaints; and how could you respond to these?
16. Summarize your strengths and weaknesses with volunteers.