

2.

VOLUNTEER ONBOARDING & RECRUITING

Identify vacant volunteer roles:

Utilising the Volunteer Roles Audit Spreadsheet you developed in Module 1, review the list and identify which roles are currently vacant and need to be filled.

Additionally, identify which roles are of the highest priority to fill.

Add the two additional columns to the volunteer roles audit table on the following page.

getting started

HOW TO USE THIS GUIDE

While completing the modules this activity guide will prompt you to consolidate the knowledge you have learned and identify ways in which these strategies can be put into action at your club.

Upon completion of the module and this activity guide you will have tangible foundations and direction that can be implemented at your club.

Volunteer Roles Audit

Role	Responsibilities / Tasks of Role	Required Skills	Time Commitment (hrs per week)	Casual Role or Seasonal Role	Vacant (Y / N)	Priority (H / M / L)
Bar Manager	Ordering stock Stocktake & checking expiry Functions & Thursday night	RSA	5	CR	Y	H

Volunteer Registration Survey

Prepare a volunteer registration survey and identify the best method of distributing the survey.

NOTE: Digital survey platforms are ideal for this engagement, however it is important to offer some hard copy versions of the survey to the membership as well, for anyone that is not tech savvy.

The survey should include the following questions as a minimum and be adjusted according to your club's volunteer structure and needs.



VOLUNTEER REGISTRATION SURVEY

1. Are you interested in volunteering at the club?

Yes

No

2. If yes, how much of your time would you be willing to offer the club each week? (tick box)

Very low

1-2 hrs/month

Low

1-2 hrs/week

Medium

2-5 hrs/week

High

5+ hrs/week

3. What roles, tasks, and/or areas of club operations would you be interested to volunteer?

(please select all that apply)

☐	Executive Committee Role (E.g. President, Vice President, Secretary, Treasurer)
☐	General Committee Role (E.g. Junior Coordinator, Senior Coordinator, Volunteer Coordinator)
☐	Gameday Volunteer role: (E.g. Timekeeper, scoreboard, umpire, gameday administration, trainers, first aid, course marshal, primary carer)
☐	Team/club volunteer role: (E.g. Coach, Team Manager)
☐	Administrative Volunteer Roles (E.g. Child Safety Officer, grants officer, fundraising, sponsorship)
☐	Catering and hospitality role: (E.g. Canteen, Club dinners, Cleaning, Bar, Gate attendant)
☐	Communications, social media, and photography
☐	Events and Functions
☐	Facility and Equipment maintenance
List any other volunteer roles/tasks you would be interested in doing:	

4. If you are already volunteering at the club please list the role/s and/or task/s you are responsible for?

5. Please provide your name and best contact details: phone number and/or email address.



Volunteer Registration Survey Responses

Organise the responses to the survey into a digital spreadsheet, see below for an example:

Name	Contact Details: (Phone & Email)	Interested in Volunteering (Y / N)	Current Roles	Available Time per Week (L / M / H)	Areas of Interest or Possible Roles
Peter Ramsey	0412 345 678 petersjeanette@email.com	Yes	Bar Volunteer	M	Bar Manager Functions



Volunteer Onboarding

SEASONAL/ONGOING ROLES

With both the Volunteer Roles Audit and Volunteer Register you should have two databases that clearly articulate the gaps that need to be filled and potential candidates to fill the gaps respectively.

Seasonal Volunteer Role Descriptions:

- > Identify seasonal volunteer that require a role description.
- > For each role identified, utilise a volunteer role description template to create unique role descriptions. NOTE: Role descriptions should be no longer than a page long.
 - > See the following link from Volunteering Victoria and VicSport which provides example seasonal volunteer role description templates: <https://www.volunteeringvictoria.org.au/sport-volunteering/resources/>

CASUAL VOLUNTEER ROLE ROSTERS

- > Identify casual roles that and explore platforms to create rosters for these roles.
- > These casual roles should be promoted broadly throughout club communications
 - > An example of a free online volunteer rostering platform is: <https://volunteersignup.org/>

INCENTIVES FOR VOLUNTEERS:

- > Identify and list 5 potential incentives the club can offer volunteers

RECOGNISING VOLUNTEERS:

- > Identify at least 3 ways the club can/does recognise small volunteer contributions on a regular basis (eg. weekly or monthly)
- > Identify at least 2 ways the club can/does recognise large volunteer contributions on an annual basis

