



Volunteer Opportunity Planning Factsheet

What you need to know and consider when planning to host an Emergency Volunteering Opportunity with Volunteering Queensland.

Planning

- Determine the purpose and scope of the opportunity
- Preferred day/time
- Identify individual volunteer tasks
- Identify type of volunteers required for each, (age/skills etc.)
- Outline administrative requirements (ie blue cards, drivers licence etc)
- Will the volunteers have necessary equipment and supplies to complete the task/if not who is supplying/providing them.

Logistics

- Assign roles and responsibilities to staff members, with a 'Team Leader' to take charge on the day of opportunity.
- Plan for transport and parking options for volunteers
- Define the space required for the volunteers as well as areas to take a rest and eat if applicable.
- Arrange for necessary equipment and supplies.
- Develop a plan safety protocols and procedures – sun exposure, hydration of volunteers
- Ensure first aid kits and medical supplies are available.



Volunteer Management on the day

- Identify assigned team leaders or supervisors.
- Provide safety and training brief at the start of the opportunity
- Explain roles and expectations, ensuring volunteers understand the need to be respectful of the people they are helping and their possessions
- Ensure volunteers have access to support and guidance.
- Monitor volunteer activities and fatigue levels.
- Keep records of volunteer attendance and activities.
- Document any incidents or emergencies.

Debrief:

- Thank volunteers for their participation and share success and highlights from the event

Post-event:

- Complete their feedback form to VQ.

VOLUNTEERING IS WHERE PEOPLE GIVE THEIR TIME VOLUNTARILY, PLEASE MAKE SURE YOUR VOLUNTEER HAS A GOOD VOLUNTEERING EXPERIENCE.