



# Power Booster

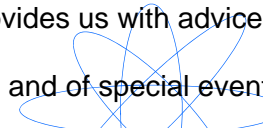
DuPage Association of Volunteer Administration

## ***Design volunteer positions to help you!***

Do you design volunteer positions for everyone else in your organization except yourself? Do you have a long wish list of things you want to implement but don't have time? One solution is to develop a team of volunteers to work with you. Consider some of the following ideas and see if you can find creative ways for volunteers to assist you. You'll be amazed at how invaluable their help will be to you and the success of your volunteer program.

First of all, be prepared to invest time in recruiting and training these volunteers. Also be prepared to lose some as they move or get jobs. If you can cross-train it will help to reduce disruptions. Be creative in finding work space (a co-worker on vacation, an under-used space or have the volunteer work from home). You may need to "sell" the idea of creating a permanent space by showing the impact of having that volunteer in terms of saved staff time, better service to clients, etc.

- **Administrative assistants** - There are many experienced ones in the market right now. Some are in between jobs and others now find themselves with extra time as their children are grown. They can assist with database management, spreadsheets, soliciting in-kind donations, internet research, communicating with volunteers (to update records and schedules, to recognize hours achieved, to recruit for special events) and much more. They can be particularly helpful in working on long-term projects and can work very independently with a little help from you. Set up online folders and/or a filing drawer with hanging folders for their work. They will be able to save their work each week and continue on the next. They can then work independently even when you are at meetings or away from your desk.
- **Graphic Design** - Skilled volunteers can help design flyers, bookmarks, brochures, magnets, etc if you don't have a designer or he/she is too busy with other projects. Work with your designer to ensure that the volunteer's work meets your standards.
- **General Clerical work** - Set up a regular weekly group to help with mailings, copying, stuffing treat bags for special occasions, preparing photos for displays and bulletin boards. Give them coffee and the opportunity to chat and you'll have a wonderful resource for those mundane tasks. Consider recruiting home-schooled students to learn more about jobs and the work place by helping with a variety of office projects..
- **Volunteer Room maintenance** - Volunteers with disabilities, two adults as well as students through a partnership with the school districts, wash and fold the volunteer aprons, clean and disinfect the tables, desks, chairs, clean computer screens and keyboards, clean out volunteer/staff lockers, wash off the leaves of our faux plants, tidy the Resource Library, shred documents and count and organize brochures and supplies. In case we are at meetings, we have checklists and materials readily available in a designated spot in the Volunteer Room so job coaches and the adults can start their jobs and work independently.
- **Writers** - Volunteers with writing skills help to write articles, on-site and at-home, for press releases, e-Newsletter and our blog, etc. They interview other volunteers and write stories.
- **Marketing** - A volunteer with marketing skills, who is in between jobs, provides us with advice, writing skills, research, etc.
- **Photographer** - A volunteer photographer takes photos of our volunteers and of special events.



*Take a moment to think of your needs and then design positions that will help you. Don't forget to include GivingDupage.org in your search for these volunteers.*