

# 11 VOLUNTEER CHECKLIST

## MATCHING:

1 2 3 4 5

We help to create a balance between a volunteer's abilities and challenges by assigning them to tasks that align with their strengths and providing opportunities for learning.

We offer tasks that are meaningful, fun, and rewarding to our volunteers and we give them opportunities to turn their own ideas into action with tangible results.

We let volunteers make choices to define their own goals and expectations and let them control the amount of effort they contribute to a task.

We offer our volunteers opportunities to become involved in planning and decision-making in our organization if they want to.

## SUPPORT:

1 2 3 4 5

We provide our volunteers with a supportive work environment, including a workplace and access to tools and materials.

We encourage skill development and offer training and mentoring to our volunteers with regards to the roles they are assigned.

We make sure that our volunteers are not overworked and over-challenged and we foster a culture of sustainable activism and self-care.

We provide support and guidance through an accessible contact person and community involvement for our volunteers.

## RECOGNITION:

1 2 3 4 5

We express gratitude to our volunteers by saying "thank you" (preferably with a smile, and maybe also with a little gift or compensation).

We provide positive feedback and development suggestions to our volunteers by telling them they did a good job (if they did) and forwarding any positive feedback about them from the target group.

We ask our volunteers for their ideas and input on regular basis and encourage them to come forward with proposals and projects. We constructively listen to suggestions and criticism.

We allow volunteers to develop ownership and responsibility and to take credit for the outcomes of their work.