PATH OF THE MILLIPEDE

Enabling and Sustaining Volunteer Engagement

Your organization's tasks are disorganized and poorly distributed. These problems become exacerbated when working with volunteers. You find it challenging to match volunteers' talents with your organization's needs and to maintain sustainable partnerships with volunteers.

This Path aims to provide a functional model for working with volunteers, and can also be used for the recruitment of new paid staff.

WHO SHOULD GET INVOLVED?

Everyone in the organization should be involved.

PREPARATION

No preparation is needed.

MATERIALS

- Flip Chart
- Markers
- Writing Materials
- Moderation Cards
- Post-it Notes

TOOLS

Method Cards:

Common Understanding of Volunteering (12)

Creating Volunteer Policy for Good Practice (14)

Managing Tasks for Volunteers (17)

Strategy for Finding Volunteers for Concrete Tasks (13)

Developing a Support Structure for Volunteers (15)

Background Papers:

Volunteer Policy Framework (10)

Support and Supervision Checklist (09)

Worksheets:

Developing a Message for Volunteers (06)

Support and Supervision System Planner (07)

Task Manager Chart (05)

Developing a Strategy for Finding Volunteers (04)

AT THE END OF THIS SESSION YOU WILL HAVE:

- *A common understanding of your organization's tasks.*

- *An effective way to pair volunteers with tasks.*

- *A volunteer policy statement for your organization.*

- *A sustainable volunteer model.*

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TOOLS FOR CITIZENS

ORIENTATION 80MIN

HOST / PREPARATION GROUP: Introduce Path and day program.

First round and discussion:
Common Understanding of Volunteering (12) ■ ///

INPUT TO PATH CANVAS: 3 most important rights and responsibilities of a volunteer in your organization.

GROUNDWORK 120MIN

Based on the definition of volunteers' rights and responsibilities, use Creating Volunteer Policy for Good Practice (14) ■ /// to come up with a policy for your organization.

INPUT TO PATH CANVAS: 5 important aspects of your volunteer policy statement or 3 aspects of your volunteer policy statement that you want to modify.

SUMMIT 75MIN

List and define the tasks within the organization and match volunteers accordingly using Managing Tasks for Volunteers (17) ■ ///
The list of tasks may be quite long. You can prioritize the tasks according to your organization's needs, to the amount of work needed to complete them, and/or by project.

* During this exercise, it will be helpful to add the names of the people who are responsible for each task.

INPUT TO PATH CANVAS: 5 defined tasks.

OUTLOOK 80-100MIN

Now you have a list of tasks within your organization. Choose one or both of the following according to your needs:
- If you wish to invite volunteers to join and contribute to your organization, use Strategy for Finding Volunteers for Concrete Tasks (13) ■ ///
- If you wish to find out whether you fulfill the needs of the volunteers you are working with, do Developing a Support Structure for Volunteers (15) ■ ///

INPUT TO PATH CANVAS: To-Dos for sustaining volunteers.

ACTION PLAN 30MIN

Go back to the Task Manager Chart (05) ■ ⊞ and, if you have not done so already, match the tasks with the volunteers.
Bear in mind that this should be a draft version and that you need to confirm your conclusions with the volunteer(s).

INPUT TO PATH CANVAS: A list of tasks with designated volunteers.

CLOSING 30MIN

Final round / Check Out