

# 17 MANAGING TASKS FOR VOLUNTEERS



1h 15m



PLENUM AND  
SMALL GROUPS

## DESCRIPTION

In organizations with volunteers, it is important to clearly define the roles and responsibilities of both paid and unpaid workers.

Organizations need to define tasks clearly and concretely so that all parties share a common understanding about the tasks and expectations of volunteers.



## PREPARATION

For this activity, it is necessary for team members to think over the tasks in the organization beforehand.



## MATERIALS

- Writing Materials



## TOOLS

- Worksheet:  
Task Manager Chart (05)



GROUNDWORK



SUMMIT



WORKING WITH  
VOLUNTEERS

**STEP 1** **IN PLENUM:**

Make a list of tasks that need to be completed in the organization. If the group is larger than 10 people, divide it into two or three smaller groups. **[15 MIN]**

\*If you are a big team, split up in small groups.

**STEP 2** Start the list with the ongoing tasks/activities of the organization. List all the tasks that volunteers currently do in the organization. Use **Task Manager Chart (05)**  as a template to define the tasks. **[20 MIN]**

**STEP 3** After completing the list of ongoing activities, continue by adding unassigned tasks that have a high priority and/or importance. See who fits to which task. **[15 MIN]**

**STEP 4** Finish by creating a wish list of tasks with your volunteers. List tasks which currently have less importance than those on the previous list. **[10 MIN]**  
\*If you worked in small groups, share your results in plenum. **[15 MIN]**

