

# 15

## DEVELOPING A SUPPORT STRUCTURE FOR VOLUNTEERS



1h 20m



PLENUM

### DESCRIPTION

Support and supervision are key tools for working with volunteers. It is important to balance the needs of the organization with those of the volunteer in order to make the relationship fruitful and productive. There are several different ways that you can provide assistance to volunteers.

This exercise will help you plan and carry out the necessary support and supervision that volunteers need in your organization.



### PREPARATION

None



### MATERIALS

- Flip Chart
- Markers



### TOOLS

- **Worksheet:**  
Support and Supervision System Planner (07)
- **Background Paper:**  
Support and Supervision Checklist (09)



OUTLOOK



WORKING WITH  
VOLUNTEERS

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

On a flip chart, list all the methods and techniques that you use to communicate and work with your volunteers, from formally scheduled meetings to casual daily contact and communication. **[20 MIN]**

**STEP 2** Compare each item on your list with the proposals on **Support and Supervision Checklist (09)** ■ ■ ■

**STEP 3** Assess to what extent you provide good support and supervision to your volunteers. **[30 MIN]**

**STEP 4** Review the list and create a system for assisting volunteers using **Support and Supervision System Planner (07)** ■ ■ ■ **[30 MIN]**



**FOLLOW UP**

Share the results of this activity with relevant people in the organization.

