

## **Finding and Keeping Volunteers**

### **Finding Volunteers**

How do we find volunteers, especially for Probus club management committees?

The first and surest way is to ASK THEM. Give them a detailed job description to make sure the prospective volunteer knows what is required and what the expected results will be. Emphasize the importance of the job and the importance of their role in it. Be tenacious, but not overbearing; don't give up easily.

Ask the person to shadow, or at least talk with, the person in the position you need to fill. Let the people you approach know that you and others will appreciate their contribution and give them your complete and sincere assurance that you or your designate will always be available to them if they have a need or a problem and need some assistance or advice.

Consider some ways to lay the groundwork for recruiting volunteers:

- Get to know and appreciate your members and their backgrounds. A person is more likely to respond to your request if it is the type of task that they have done in the past.
- Let your members know that almost any management committee position can be shared.
- Have the current members of your Management Team describe their positions to the membership.
- Invite interested members to attend a management team meeting and learn about the various roles. Remember that the club only exists because of willing volunteers. If members do not step up to volunteer, then your club will not be able to carry on. The key point is that it is their club, and it needs members' time commitments to function.

### **Keeping Volunteers**

Time and logic teach us that no one can motivate other people; they must find the motivation within themselves. Consider what a prospective volunteer may find motivating.

### **Personal Development**

An individual is more likely to react to your request if it is the type of task that will be of value to them in their personal development. Explain how this will happen if they carry out the job and see it readily for themselves.

**Advancement**

What will it do to improve the person's standing in the organization? Will the experience gained serve them in good stead in the foreseeable future?

**Responsibility**

Are you asking this person to do something where they can truly accept the responsibility for its completion? When this person agrees with the challenge, can you step back and let them carry the ball to develop their sense of responsibility and self-confidence.

**The Task Itself**

It's challenging to get a "good" volunteer involved or keep them engaged if you ask them to assume menial tasks. Make your request exciting and challenging. If you wouldn't take on the challenge, it is likely best not to ask someone else to do so.

**Recognition**

Someone may honestly say, "I don't want any recognition," and they mean it. But if we are realistic, deep down, probably 95% do want it. Please make sure that the person you ask knows that colleagues will see that they have accepted the task. Upon job completion, make sure that person gets credit for the effort. A simple Thank You in the club bulletin or newsletter will go a long way toward boosting individuals' commitment and keeping them receptive to carrying out another task.

**Achievement**

When you find an individual who will give their all because their attitude is "I want to do something, and I'm willing to work hard because I get satisfaction from doing something well," you have a jewel. You are dealing with a self-motivated person. This person means it and will prove it by effort.