

APPENDIX 2.5 VOLUNTEER COORDINATORS CHECKLIST

INSTRUCTIONS: Tick the appropriate box, and list any action required to be undertaken.

| ISSUE | No | Yes | N/A | REQUIRED ACTION |
|---|----|-----|-----|-----------------|
| When completing this checklist, ask yourself do you...? | | | | |
| Work with the committee of management to ensure that tasks are relevant to the goals and projects for the year | | | | |
| Work with the committee person responsible for OH&S and Risk Management regarding any new tasks or updates on roles of volunteers | | | | |
| Interview and place volunteers in appropriate roles | | | | |
| Organise inductions | | | | |
| Develop specific job descriptions with the volunteer | | | | |
| Match the volunteer with the appropriate person for training | | | | |
| Ensure volunteer registration forms are completed and securely stored | | | | |

| ISSUE | No | Yes | N/A | REQUIRED ACTION |
|--|----|-----|-----|-----------------|
| Ensure maintenance of volunteer register | | | | |
| Follow up inquiries to volunteer | | | | |
| Prepare recruitment material | | | | |
| Fulfil the role of a contact point for volunteers | | | | |
| Provide feedback and encouragement | | | | |
| Organise rewards such as thank you letters and certificates of Merit from organisation | | | | |

Follow up complaints from volunteers and negotiates solutions