Volunteers Needs Evaluation Procedure

This process can be used to find the most suitable and relevant roles for new volunteers. You can involve volunteers in the process, to help them feel included

- Make a list of all the problems that need solving and all the tasks that need completing

- Write each task/problem on a post-it note and place them on a wall

- Identify which tasks/problems are only able to completed by a paid member of staff and remove them from the wall

- Organise the remaining tasks into groups of similar responsibilities and skills

- Liaise with volunteers to determine which tasks/problems would be best suited for them and divide the work accordingly

- Prioritise the tasks/problems into levels of importance

Southampton *Voluntary* Services