

THE VOLUNTEER CYCLE

From Recruitment to Training and Retention

RESOURCE LIST

Recruitment Resources

- Stipend Based Volunteer Organizations
 - Public Allies – www.publicallies.org
 - JusticeCorps - www.courts.ca.gov/programs-justicecorps.htm
 - Equal Justice Works - www.equaljusticeworks.org
- Books:
 - Count Me In! 501 Ideas on Recruiting Volunteers,*
Judy Esmond
 - Contains hundreds of tips and concepts designed to freshen the perspective of both new and experienced volunteer recruiters. Covers important topics such as understanding motivations, enhancing networking skills and ideas, and generating publicity. Includes a list of additional publications pertaining to volunteering, networking, and marketing.

Hiring Volunteers

- Samples
 - Volunteer Description Worksheet
 - Frequently Asked Questions about Volunteer Opportunities at NLS-LA
 - LAFLA Confidentiality Agreement

Training Resources

- Books:
 - Looking In, Reaching Out: A Manual for Training Service Volunteers*
Thomas, Dorine and Ret Thomas
 - Discusses concepts and skills to assist in learning and applying human relation and communication skills in both personal and professional settings. Benefits individuals who are training service volunteers to act as role models, mentors, and peer helpers. Includes three units of sixteen lesson plans, tests, and evaluation exercises.

Volunteer Retention Resources

- Samples
 - Retaining Student Volunteers
- Website:
 - <http://www.nationalserviceresources.org/volunteer-member->

[staff-management/retention](#)

- Books:

Volunteers: How To Get Them, How To Keep Them

Helen Little

Offers advice on solving a volunteer shortage. Outlines 12 basic needs of volunteers and volunteer leaders, and explains how to meet those needs. Covers recruitment, training, and management of volunteers. Includes several case studies and useful tools for working with volunteers.

Volunteer Recruiting and Retention: A Marketing Approach

Nancy L. MacDuff

Contains resources for increasing volunteer involvement, responsibility, and authority. Each chapter has a narrative section which develops and explains those skills and ideas necessary to the successful volunteer program, as well as an exhibits section which provides outlines, handouts, and/or overhead displays on the topic. Includes an index, bibliography, and revised forms.

Best of All: The Quick Reference Guide to Effective Volunteer Involvement,

Linda L. Graff

Contains hundreds of quick, ready-to-apply tips for increasing an organization's capacity to find, involve, and retain excellent volunteers. Intended specifically for volunteer leaders who typically do not call what they do "volunteer management" but who are engaged in the management of volunteer efforts nonetheless. Covers the topics of risk management, volunteer position design, initial screening, placement, training, and more.