



## VOLUNTEER PROGRAM MANAGEMENT PLAN CHECKLIST FOR VOLUNTEER INVOLVING ORGANISATIONS

Objective	Resources required	Responsible person	Time required
Goal/s: 1. to whom is the program to be directed 2. what kind of program will it be: <ul style="list-style-type: none"> <li>• educational, or</li> <li>• provision of therapy, or</li> <li>• participative assistance</li> </ul>	For example: <ul style="list-style-type: none"> <li>• an office space or</li> <li>• a meeting room</li> </ul>	Potential Volunteer team leader, or social responsibility coordinator, CEO, CFO and/or Board of Directors	A few days to a number of weeks
Assets	Resources required	Responsible person	Time required
Personnel  Physical assets  Monetary investment	<ul style="list-style-type: none"> <li>• Identify skills sets required for various positions within the program parameters</li> <li>• Identify what items are required to undertake the program – for example phone, computers, and papers etc.</li> <li>• Sufficient funds</li> </ul>	Potential Volunteer team leader, or social responsibility coordinator Office Manager/ Asset Manager Accountant	A number of weeks

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<b>Role Description</b>	<b>Resources required</b>	<b>Responsible person</b>	<b>Time required</b>
Create a clear description what the role of a particular volunteer within the volunteer program will entail.	<ul style="list-style-type: none"> <li>• Access to the end project objectives of the volunteer program</li> <li>• Access to the pool of skill assets of individuals or groups within the VIO</li> </ul>	Potential volunteer team leader, social responsibility coordinator or Office Manager/ Asset Manager	A few days to number of weeks
<b>Work Health and Safety</b>	<b>Resources required</b>	<b>Responsible person</b>	<b>Time required</b>
Create a WHS policies and procedures which conform to legislative requirements for volunteers	<ul style="list-style-type: none"> <li>• Access to web resources including policy documents from Volunteering Australia and State and Federal legislation.</li> <li>• Access to internal WHS policy documents</li> </ul>	Policy Research Officer	A number of weeks
<b>Supervision</b>	<b>Resources required</b>	<b>Responsible person</b>	<b>Time required</b>
Identify suitable persons who are: <ul style="list-style-type: none"> <li>• able to set standards of behaviour and encourage involvement in the volunteer program to</li> <li>• deal with conflict in a constrictive and non-confrontational manner</li> </ul>	Access to the workplace management section, line managers and the Board of Directors	Potential volunteer team leader, social responsibility coordinator or Office Manager and appropriate line managers,	A number of weeks



<b>Education and Training</b>	<b>Resources required</b>	<b>Responsible person</b>	<b>Time required</b>
Identify suitable training opportunities for volunteers within the parameters of the volunteer program objectives	Volunteer program resources	Potential volunteer team leader, social responsibility coordinator	Throughout the life of the volunteer program
<b>Promotion of roles and program</b>	<b>Resources required</b>	<b>Responsible person</b>	<b>Time required</b>
Isolate the best methodology for bringing attention to the volunteer program within the organisation	Volunteer program resources	Social responsibility coordinator	Throughout the life of the volunteer program

The Centre for Volunteering has a range of services and resources available for volunteer involving organisations. For more information please visit [www.volunteering.com.au](http://www.volunteering.com.au) or contact us on 02 9261 3600.