**Volunteer Recruitment: Exercise 1**

**Your amazing volunteers – write your answers in the space below**

**Volunteer Recruitment: Exercise 2**

**Existing volunteer team – are there any issues? Note these down below.**

**Volunteer Recruitment: Exercise 3**

**Identifying recruitment needs**

| Time / Shift | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
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**Volunteer Recruitment: Exercise 4**

**Identifying sills & task gaps**

| Time / Shift | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
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**Volunteer Recruitment: Exercise 5**

**Mapping your shop**

| Shop Department | Is there enough stock to achieve density? | Is the department culling / taking off / rotating enough stock to reach standards? | Are high value items being correctly identified? | Is there anything else that could improve this department? |
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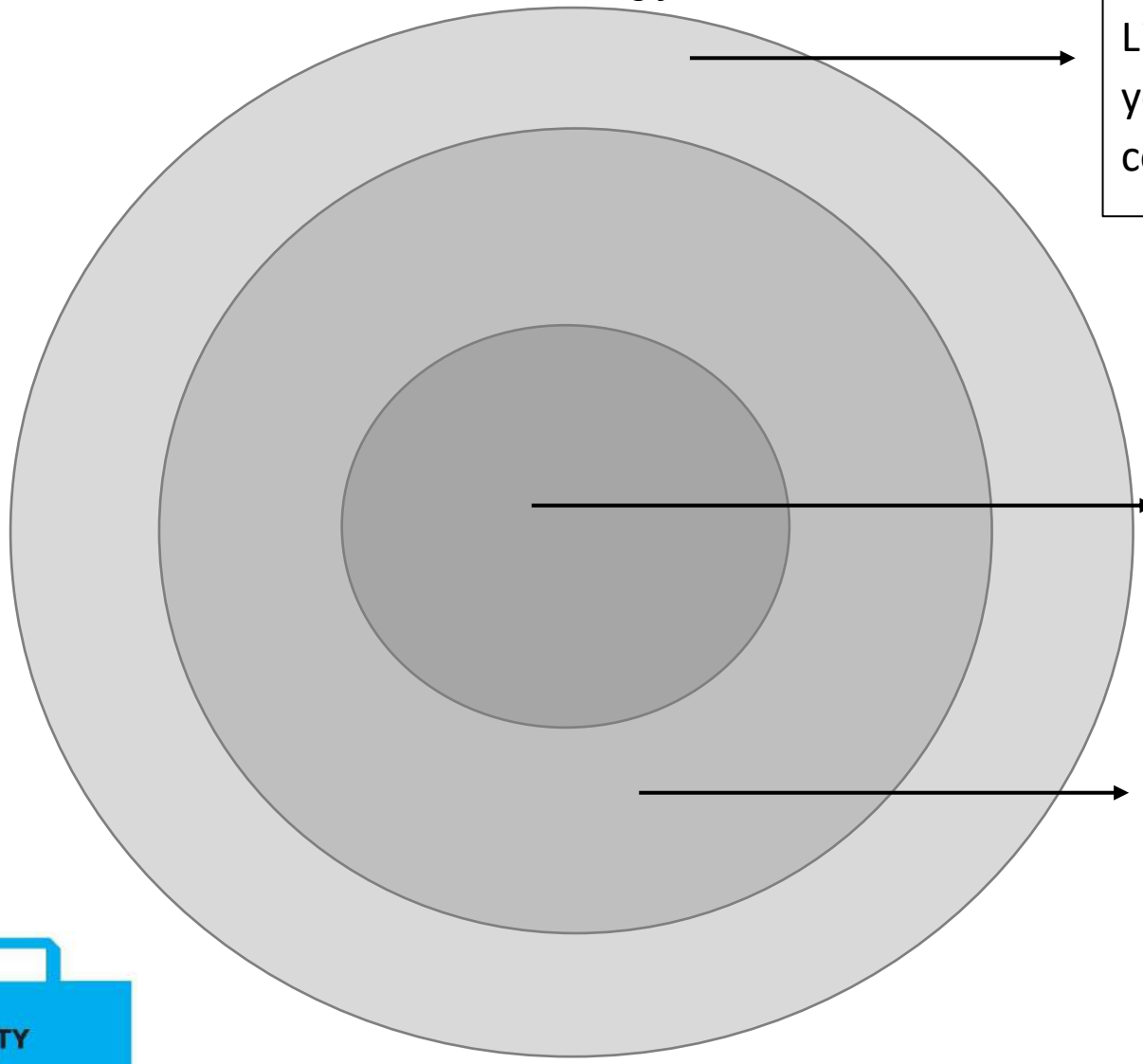
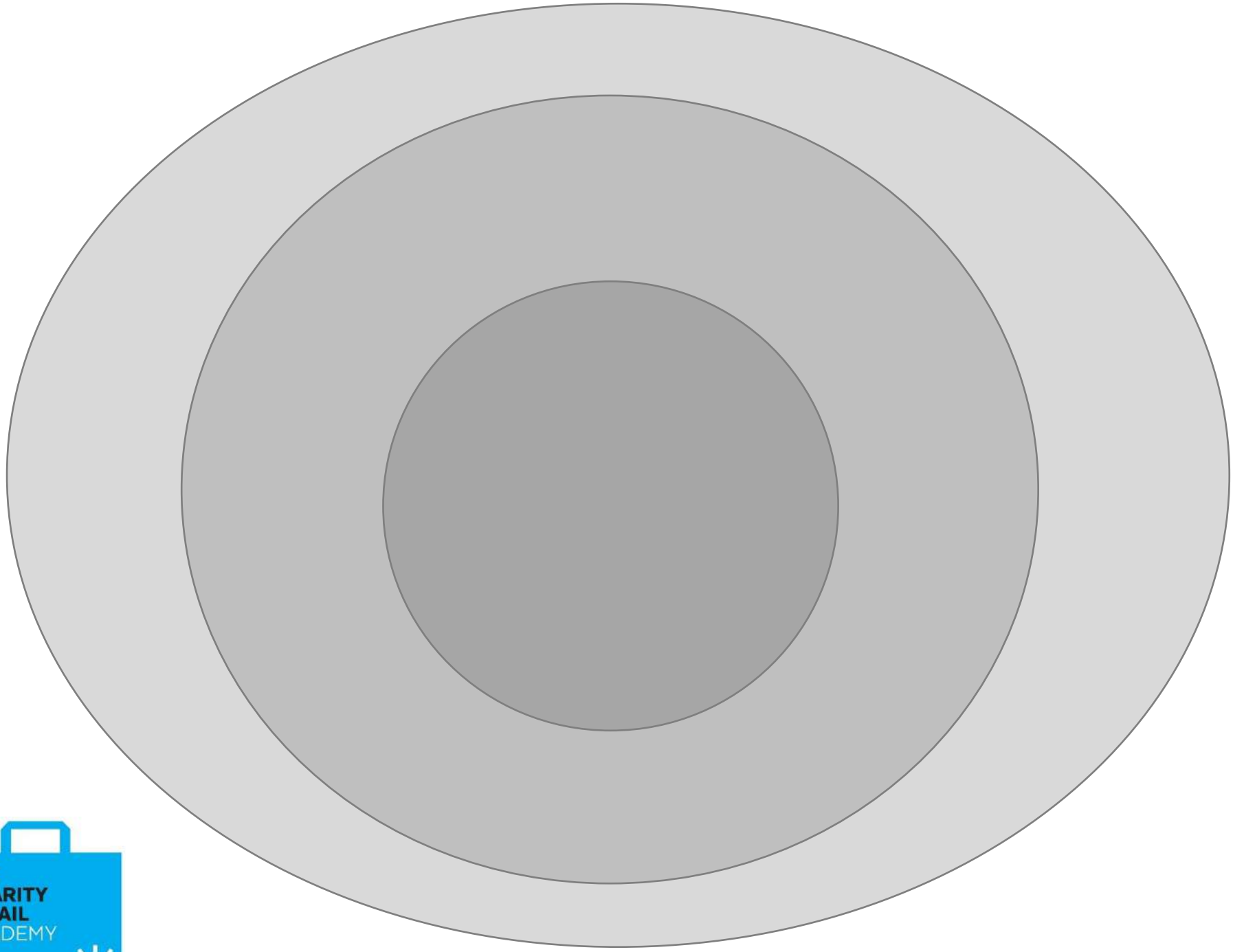
**Volunteer Recruitment Exercise 6 – Reviewing your tasks**



List all of the tasks that your volunteers complete.

List all the tasks that you wish you had time to do.

As a Shop Manager – list all of the tasks that you do.

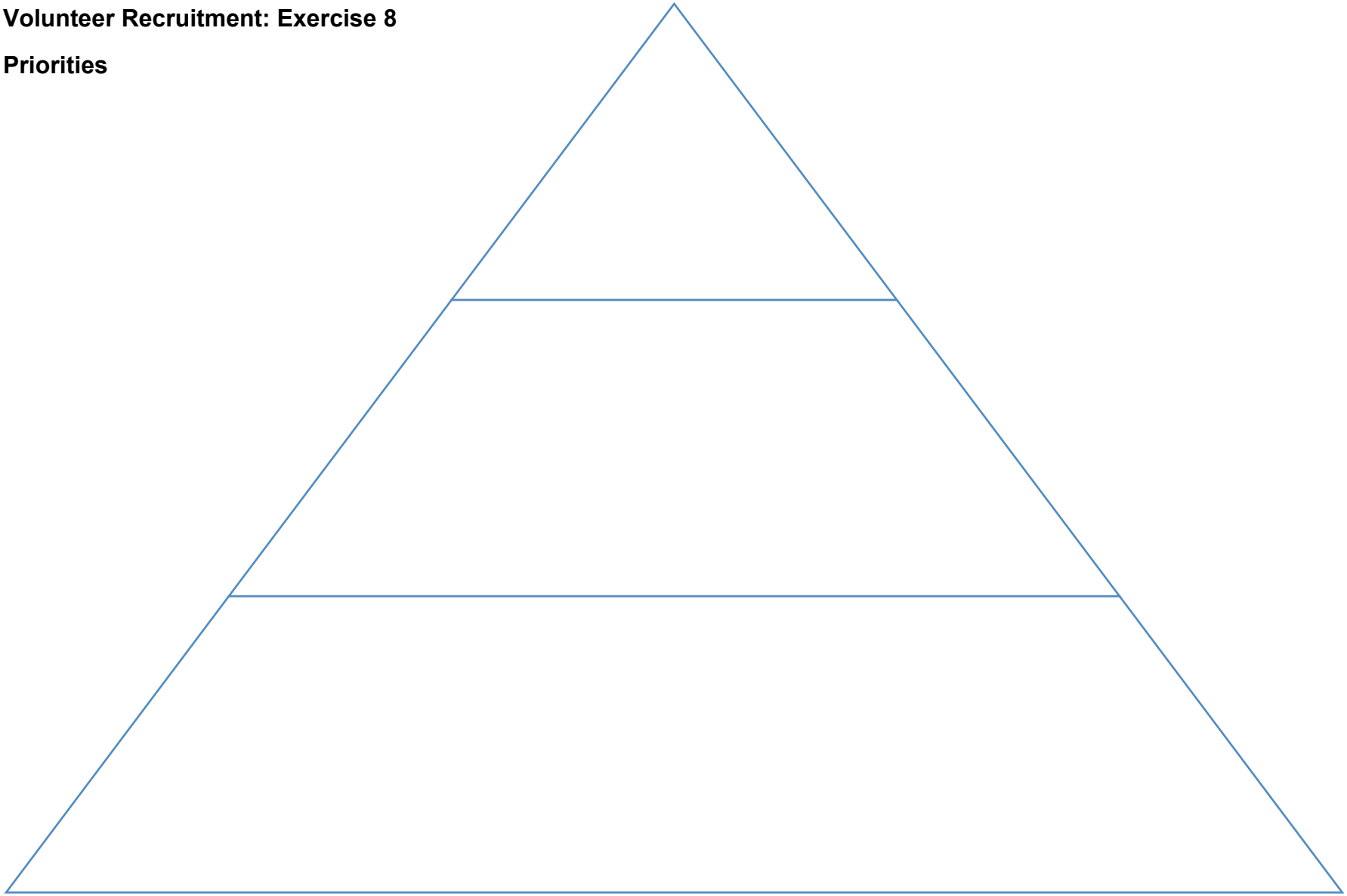


**Volunteer Recruitment: Exercise 7**

**Shop Analysis Summary – write your findings in the space below**

**Volunteer Recruitment: Exercise 8**

**Priorities**



## Volunteer Recruitment: Exercise 9

## My shop review

| | My shop review |
|---|---|
| Does my shop feel welcoming?<br>If not why? | |
| Would I like to volunteer in this shop? | |
| Is the shop clean and tidy? | |
| Are people open and friendly? | |
| In an ideal world what would I want my shop atmosphere to feel like? | |
| Does anything need to change in my shop to improve the atmosphere? | |
| How can I include my current volunteers in creating a friendly, welcoming atmosphere? | |
| Any other notes or reflections | |

## Volunteer Recruitment: Exercise 10

## Competitor shop review

| | Competitor shop review |
|---|---|
| Does this shop feel welcoming? | |
| Would I like to volunteer in this shop? | |
| Is the shop clean and tidy? | |
| Are people open and friendly? | |
| What do I like about the atmosphere in this shop? | |
| What influences can I use within my own shop? | |
| Does this shop have any interesting engagement material or a focal point (e.g. recruitment table) that I could implement? | |
| Any other notes or reflections | |

**Volunteer Recruitment: Exercise 11**

**Different ways to recruit volunteers – ideas sheet**

| Recruitment idea | What are you going to do? | What do you need to achieve this? | Have you tried this before? | What barriers are there? |
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**Volunteer Recruitment: Exercise 12**

**Community Advertising – ideas sheet**

## Volunteer Recruitment: Exercise 13

## Open Day planning template

| | |
|---|---|
| **Date of Event** | |
| **Time of Event** | |
| **Roles that you want to recruit for** | |
| **How are you going to promote the event?** | |
| **What resources are you going to need for the day?** | |
| **Any further information / notes** | |

**Volunteer Recruitment: Exercise 14**

**Social media – write your ideas in the space below**

## Volunteer Recruitment: Exercise 15

## Volunteer Role Profile Template

| | |
|---|---|
| Role | |
| Location | |
| Hours | |
| Length of commitment | |
| Shop & Shop Manager details | |
| Purpose of the role | |
| What will the role involve? | |
| What skills and experience will the volunteer require? | |
| What can this role offer the volunteer? | |

**Volunteer Recruitment: Exercise 16**

**Recruitment Plan Template**

| Recruitment activity | Activity lead | Time scale for completion | Support required | Outcome of this activity |
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**Volunteer Recruitment: Exercise 17**

**Monitoring & Evaluating**

| Activity | Level of success (volunteers recruited) | Key contact | Would you engage with them again? | Learning & recommendation |
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## Volunteer Strategy Webinar – Stop, Start, Continue

### Q: What should you START?

**Start to engage with my local community on recruiting volunteers to specific roles**

**Start to plan a virtual volunteer recruitment event**

**Start to work with your existing partners again**

### : What should you STOP?

**Stop asking my existing volunteers if they can volunteer more hours**

**Stop leaflet dropping in my local community – not cost effective**

**Stop recruiting for the same roles over and over again**

### Q: What should you CONTINUE?

**Continue to engage with your existing volunteer team to keep up morale**

**Continue to communicate updates and progress through your external channels**

**Continue to communicate that our shops are a safe place to shop and volunteer**

## Q: What should you START?

## Q: What should you STOP?

## Q: What should you CONTINUE?

**Volunteer Recruitment: Exercise 19**

**Contact List**

| Contact name | Organisation or group | Contact details (phone / email) | How they helped | Level of success |
|---|---|---|---|---|
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