



VOLUNTEER

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VOLUNTEER RECRUITMENT

THE PROCESS



Following this process will help you to recruit and retain volunteers. It will also build a sustainable system, setting future PTA/PTSA leaders up for success.

IDENTIFY NEEDS

- Take your yearly calendar and identify all of the events, programs, and times you will need volunteers.
- Create a comprehensive list of volunteer needs.
- Evaluate and modify needs as the year progresses.
- Save this list for your successor.



IDENTIFY BARRIERS TO ENGAGEMENT

What obstacles prevent people from volunteering in your school?



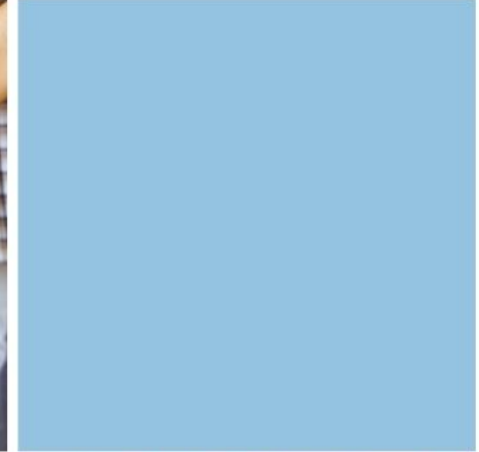
CREATE JOB DESCRIPTIONS

- Use the list you created to begin making job descriptions. No job is too small!
- Include approximate time commitment in each description.
- Include a clear synopsis of what the job requires.
- Include step by step directions, if applicable.
- Include expectations and due dates.
- Save this list for your successor.



READY TO RECRUIT

- Infuse fun.
- Clear ask.
- Publish in multiple places.
- Direct asks.
- Ask volunteers to bring a friend.
- Ask community members.
- Ask students.
- Ask alumni and former parents.



MAINTAINING & MULTIPLYING VOLUNTEERS

- Say thank you often!
- Trust your volunteers to complete the tasks.
- Honor people's time, it's valuable.
- Ensure your volunteers know they are a valuable part of the team!
- Have difficult conversations when necessary.

