



YOUR FIRST 100 DAYS IN
VOLUNTEER MANAGEMENT:
A BEGINNER'S GUIDEBOOK

PLUS EXCLUSIVE FREE RE-
SOURCE

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This document can be filled out online and saved as a PDF or it can be printed as a workbook.

YOUR FIRST 100 DAYS IN VOLUNTEER MANAGEMENT

INTRODUCTION

Congratulations! You landed your first gig as a volunteer engagement professional! Or maybe you've added volunteer engagement to your current job. Or perhaps your organization is just getting ready to involve volunteers. No matter how you got here, this guide will help you clarify purpose and goals to propel your first months in volunteer engagement.

As you work through the items in this guidebook, you'll record ideas, problems, and opportunities, figure out which items to prioritize, and design a 60-day plan. We will provide a structure to guide your conversations with leadership, co-workers, and current key volunteers.

You may feel like

- *you don't know what questions you have about volunteer management*
- *you don't have a clear picture of how your program or organization currently operates*
- *you aren't sure whom to speak with to get answers to which questions -- if you can even articulate what questions to ask!*

Being new is hard. Having a roadmap and a guide helps. Let's get started.

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MEET WITH EACH DEPARTMENT

Over the next week, meet with the leader of each department in your organization. The purpose of the meetings is to get a quick snapshot of how that department currently works with volunteers and/or wishes to work with volunteers.

As you meet with each department in your organization, you will find some areas that work with volunteers more heavily and more successfully than others, areas with great potential to involve volunteers in new ways, and possibly even areas that are very resistant to working with volunteers. Let each person know that you are getting to know them and formulating over the coming weeks how best to help them. You aren't making promises of what you can get done by what date.

Click [here](#) for additional copies of this page, so you have one for each department.

Start by listing each job volunteers currently do in this department.

Are there roles volunteers used to fill but don't any longer? Why not? Is there desire to revive this or a similar role?

Are there roles or tasks this department leader already has on their "wish-list" for volunteers to fulfill?

YOUR FIRST 100 DAYS IN VOLUNTEER MANAGEMENT

MISSION & VISION

One of the first things you did in this new role was familiarize yourself with the mission and vision statements of your organization. What about statements specifically for volunteer engagement?

Your organization may have mission and vision statements specifically for each individual department already in place.

If so, revisit them and ensure both are relevant, accurate, inspiring, and true to *your* mission and vision.

If not, check out [this free resource](http://topnonprofits.com/mission-vision) from Top Nonprofits and Points of Light on Creating Mission & Vision Statements.

CREATING MISSION & VISION STATEMENTS 2

MISSION STATEMENT (WHY YOU EXIST)
A one-sentence statement describing the reason an organization or program exists.
This should be a practical, tangible tool you can use to make decisions about priorities, efforts, and responsibilities.

NEEDS TO...

- ☐ ...be clear and simple (most aren't)
- ☐ ...avoid elaborate language & buzz words
- ☐ ...easily explained by others
- ☐ ...not be confused with a vision statement
- ☐ ...be recognizably yours

1-5 WORD ANSWERS
What type of entity/program? Is this important?
(e.g. a nonprofit, volunteer program, event, business, etc.)

Why do you exist? (problem/needs)
(e.g. Millions lack access to safe water)

What's the broadest way to describe the work?
(e.g. Providing clean drinking water)

For whom do you do this work?
(e.g. To people without access)

Where do you work? (geographic boundaries)
(e.g. in developing countries)

EXAMPLE MISSION STATEMENTS
charity: water is a non-profit organization bringing clean, safe drinking water to people in developing nations.
HandsOn Network inspires, equips and mobilizes people to take action that changes the world.
View a list of 50 great mission statements
<http://topnonprofits.com/mission-statements/>

VISION STATEMENT (DESIRED END STATE)
A one-sentence statement describing the clear and aspirational long-term change, resulting from your work.
These should be practical, tangible tools you can use to lead your group or organization in achieving quality results.

NEEDS TO...

- ☐ ...be clear and simple (most aren't)
- ☐ ...avoid elaborate language & buzz words
- ☐ ...easily explained by those involved
- ☐ ...not be confused with a mission statement

QUESTIONS TO CONSIDER

- What needs to be changed?
What are the major issues or problems?
- Why should issues be addressed?
What are their costs to the involved parties?
- What are the strengths and assets?
Both of org/program and those being served
- What is your dream end-state?
In a perfect world, what would this look like?
- What would success look like?
Specifically for this particular project/organization

EXAMPLE VISION STATEMENTS
No child in our city will go hungry to bed in the evening.
HandsOn Network's vision is that one day every person will discover his/her power to make a difference.
View a large list of example vision statements
<http://topnonprofits.com/vision-statements/>

CREATING A VOLUNTEER MANAGEMENT PROGRAM
A COLLABORATION BETWEEN

TOP NONPROFITS HANDSON NETWORK POINTS OF LIGHT

topnonprofits.com handsonnetwork.org pointsoflight.org
@handson @HandsOnNetwork @PointsofLight



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THANK YOU

To view the entire Your First 100 Days in Volunteer Management Beginners Guidebook, [purchase here.](#)

For being curious in how to enhance your effectiveness leading volunteers,

For recognizing that your role is important,

*Thank
you*