

BOARD CALL - INSPIRING VOLUNTEER PRODUCTIVITY

PRESENTED BY:

STEVE CULP

Board Member, MSU Alumni International Board

Past President, Detroit Spartans

coachculp@yahoo.com

BILL FEATHERSTONE

Past President, MSU Alumni International Board

Bill.Featherstone@schulman.com

PAMELA JONES

Engagement Director – Michigan, MSU Alumni

pamelaj@msu.edu



MSU Alumni
MICHIGAN STATE UNIVERSITY





ASSESSING YOUR REGION/ RECRUITMENT OF VOLUNTEERS





<https://alumni.msu.edu/get-together/alumni-clubs/alumni-club-toolkit.cfm>



MSU Alumni Association
MICHIGAN STATE UNIVERSITY

VOLUNTEER INTEREST SURVEY

Please take a few minutes to tell us a little bit about yourself and your interests!

Full Name: _____ Birthdate: _____

(Maiden name/name at MSU if different, if applicable) _____

Preferred Phone: _____ Email: _____

Address: _____ City: _____ ZIP: _____

1. I'm interested in being involved with a committee of local Spartans because:

2. Special skills and strengths I wish to share are:

3. I'm available: Weekdays Evenings Weekends

I'm able to commit to volunteering: 1-2 hours 2-3 hours 3-4 hours 4 hours+

per: Week Month Year

4. I have been or am currently involved with Michigan State University: Yes No

If yes, please explain in what capacity you have been involved (event attendee, donor, alumni board member, in a different geographic area or local club, alumni interest group e.g., MSUBA, GLBTQ, alumni board with your graduating college/department, subscriber to any livestreams or MSU listserv, recipient of the MSUAA magazine, etc.)



Be Prepared for Volunteers.

What to Include in a Volunteer Job Description

There are many ways to write the position description but here are some areas it should cover:

1. **Job Title**

A descriptive title gives the volunteer a sense of identity and helps salaried staff and other volunteers understand this particular role. Steer away from descriptions that have to do with pay. For example, why call the receptionist a "volunteer" receptionist? You don't say "paid" receptionist for a staff member.

2. **Work Location**

Where will the individual be working? Can the work be done at home or a particular site? Is there public transportation near your job site/s so you can recruit people who might not have personal transportation?

3. **Purpose of the Position**

How will the volunteer's work affect a project's [outcome](#), clients, or [mission](#)? State the expected impact for both direct service and administrative assignments so that volunteers understand how important they are to the organization.

4. **Responsibilities and Duties**

Explain the volunteer position's specific responsibilities and obligations. Say clearly what is expected.

5. **Qualifications**

It pays to be very clear and concrete when listing qualifications for any volunteer position. Include education, personal characteristics, skills, abilities and experience required.

6. **Commitment Expected**

How much time do you expect from the volunteer? Include length of service, hours per week, and hours per day. Include any special requirements such as weekend work.

7. **Training**

List what [training the volunteer will receive](#). Include general training that all positions require plus any position-specific training for this assignment.

Include the date of the description or the date that it was updated. List the volunteer supervisor's name and his/her contact information. Include information about how to get more information and whom to call if interested.

Sample of a Volunteer Job Description

Key Responsibilities:

- The Day Chair answers the phone and directs calls.
- Greets guests and directs them to other offices or locations.
- Answers questions about the agency and provides forms when necessary.
- Prints out a list of activities that take place that day at the agency's offices and satellite locations.
- Makes reminder phone calls to other volunteers who assigned to projects for the following day.
- Opens the mail and distributes it.
- Enters donations received by mail in the database.
- Proofreads brochure copy when time allows.
- Aids in the preparation of bulk mailings.
- Prepares correspondence as needed.
- Other duties as assigned.

Reports to Assistant Director of the Charles County Agency on Aging

The Length of Appointment: The Day Chair serves one day per week for three months. After three months, the Day Chair may be reappointed for another three months at the discretion of the supervisor. After six months, the person who serves as Day Chair may rotate to another position within the agency.

Time Commitment: One day per week (M, W, or F) for six hours (9-12 am and 1-4 pm), for a minimum of three months.

Qualifications: Basic knowledge of computer and data entry. Pleasant manner, patience, problem-solving ability, dependability.

Support: Training for this position will be provided. Also, the Assistant Director will be available for questions and assistance.

Age Requirement: None

Dress Code: Business Casual

Other categories you might want to include in a volunteer position description are:

- Certifications/licenses required, such as CPR Certification or a [Commercial Drivers License](#).
- Development opportunities, such as training and promotion to other positions.
- Security checks required, such as criminal history check or fingerprint check.
- Benefits, such as a certificate of service, free parking, or tuition remission.



Does anyone have an examples of recruitment techniques that they have found successful and would like to share with the group?

Any specific questions about what we have discussed so far?



EMPOWER VOLUNTEERS



BE FLEXIBLE





WHAT ARE
YOUR
GOALS?



2019 ALUMNI CLUB LEADER SUMMIT:

Friday, May 17th & Saturday, May 18th



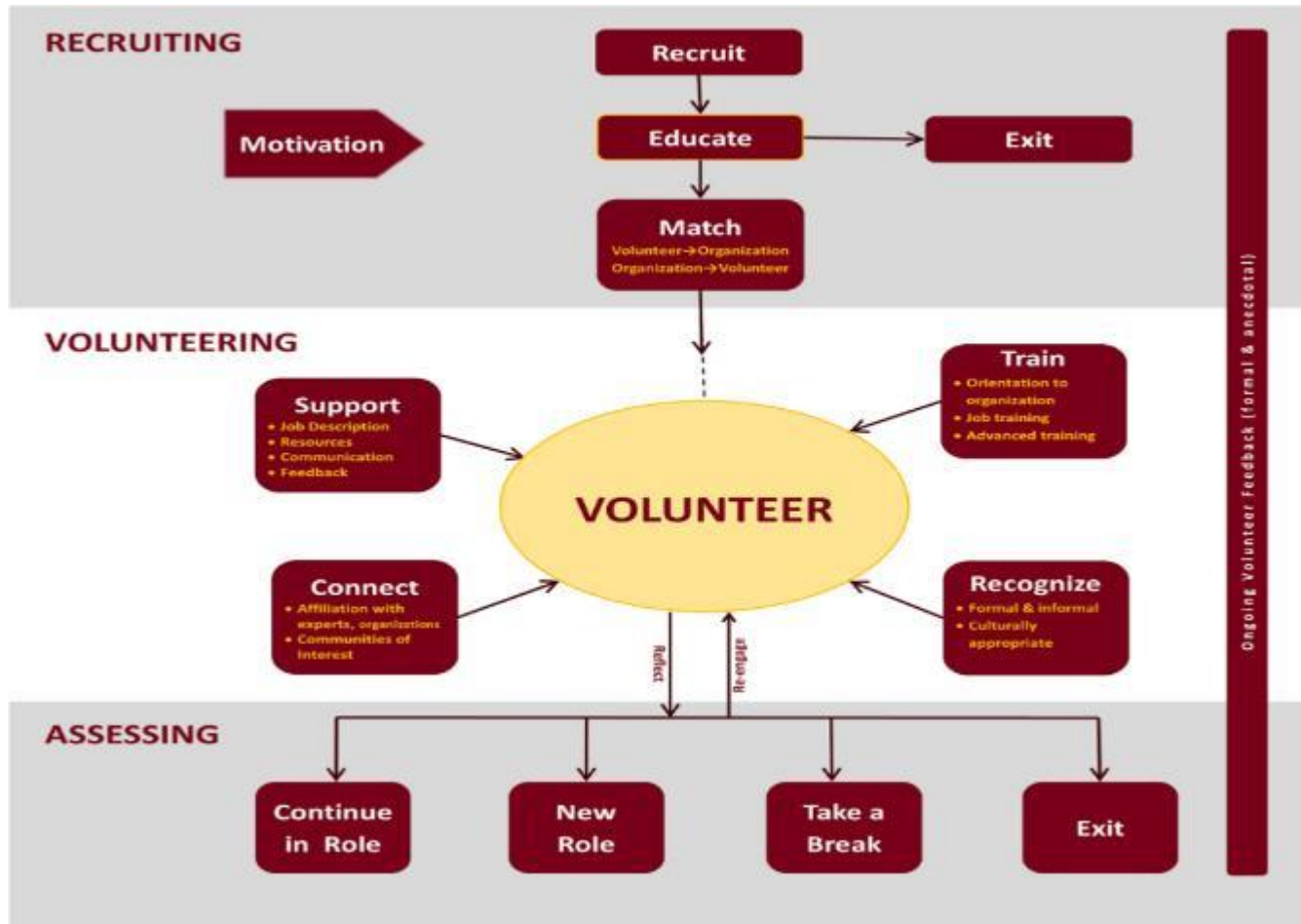


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VOLUNTEER LIFE CYCLE





Continual Leadership Change/Growth





MANAGING CHALLENGING VOLUNTEERS



<http://president.msu.edu/advancing-msu/statement-on-core-values.html>



Any specific questions about managing challenging volunteers?



THANK OUR VOLUNTEERS



Kim Cornelisse-Kittleman ▶ MSU Alumni Club Leaders

January 2, 2017 at 9:44 PM · Lancaster, PA · 📍

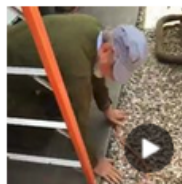
Thank you Shay Marlowe and our ATL Spartans for meeting up with Alternative Spartan Break students tonight! #SpartansWill #MSUServiceDay



Natalie Venuto Hawkins ▶ MSU Alumni Club Leaders

April 25, 2015 at 11:48 PM · 📍

Thank you #siliconvalleyspartans for spending TEN HOURS sawing, sanding, caulking, drilling, stripping, painting a house in San Jose today. You truly knows what it means to give back! #SpartansWILL #MSUServiceDay #GoGreen #sfbayspartans #gogreen



Skyin Xiaoyu Yin

December 4, 2017

Thank you Milind R. Agarwal, the Coordinator of the MSU Alumni Club of India for helping MSU International Admissions team find two Indian alumni represent MSU at U.S. University Alumni Fair organized by EducationUSA Mumbai and U.S. Consulate General Mumbai! We really appreciate your help!



CONTINUE THIS CONVERSATION!

MSU Alumni Club Leaders
Secret group

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+ Enter name or email address



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- CLUB LOCATOR
- CLUB ADMIN PANEL

Club Locator

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