



**Mission
Guardian**

Healthy Nonprofit Homework

Volunteer Management

Don't forget, I'll walk you through each of these questions. [Click here to listen along.](#)

1. Do you have job descriptions for all volunteer positions in the organization?

☐ Yes → Woot woot! 😊

☐ No →
<https://www.oneoc.org/media/1097/volunteer-position-descriptions-4-samples.pdf>
<https://www.iwu.edu/action/officeassistantvolunteer.pdf>

2. Do volunteers fill out an application and interview for their volunteer position?

☐ Yes → Nice!

☐ No → Grab a sample application from the member portal 📄

3. Do you have a volunteer handbook? And do you provide every volunteer with a copy?

☐ ☐ Yes → 👍

☐ ☐ No → Check out the member portal for our basic copy for download, or we can draft one specifically for your nonprofit.

4. Does the organization give each volunteer performance reviews (like you would with an employee)? And do you communicate to the volunteers how well they are doing (i.e. with constructive feedback)?

☐ ☐ Yes → 🤝 🤝 🤝

☐ ☐ No → It's best practice to treat your volunteers like employees.
Schedule a mini-consult and we can chat about this more!

5. Do you keep track of (and keep records documenting) volunteer time / effort as it happens?

☐ Yes → Perfect!

☐ No → You'll want this so you can take advantage of cost allocation planning or the in-kind donation of volunteer time for grant matching, etc. Head over to the member portal to get a volunteer time sheet!

[Visit the member portal to download resources or to schedule a consult!](#)