**Developing Volunteer Plans for MainStreet Projects Exercise**

Project Description

*Enter your project description here.*

Volunteer Positions

1. How can we use volunteers to implement this project?
2. What volunteer positions/roles do we need? How many volunteers do we need for each role?
3. What are the tasks/responsibilities for the volunteer role(s)?
4. What skills/knowledge/abilities/attitudes do the volunteers need to have?
5. What is the time commitment for the role(s)? (Months, days, hours, etc.)
6. Is there an age requirement for the role(s)? Is there a dress code for the volunteer role(s)?
7. What benefits will the volunteer(s) receive?

Volunteer Recruitment

1. Who are your potential volunteer recruits? (Businesses, organizations, individuals, retirees, youth, etc.).
2. What methods will you use to connect with the potential volunteer? (Face to face, social media, employer, program director, etc.).
3. What messages will you use to motivate the potential volunteer(s) to get involved?

Interviewing & Placement

1. Is an interview needed to identify the appropriate person to fill your volunteer role(s)? How will you determine how to place them?

Orientation & Training

1. What sort of orientation will you provide for the volunteer(s)? Who will provide the orientation?
2. What sort of training is required for the volunteer role(s)? Who will provide the training?

Volunteer Supervision/Chain-of-Command

1. Who will directly supervise the volunteer(s)? What is the chain of command?
2. What do you need to do to ensure the volunteer(s) is completing their assigned tasks?

Volunteer Recognition

1. How will you demonstrate appreciation for your volunteers? What will you do to recognize and reward them?

Volunteer Performance Review/Evaluation

1. Is a volunteer performance review needed for the role(s)? Will you complete an internal evaluation of how it went? If so, what will you focus on?
2. Will you ask the volunteers to evaluate their experience? If so, how?