

Recruiting Volunteers

DOES YOUR CLUB NEED MORE VOLUNTEERS?

The best way to recruit new volunteers will be different for every organisation, however listed below are a number of simple suggestions:

Identify what roles / tasks need to be done

If your club knows that a volunteer will shortly be leaving the club, start asking around well in advance. This will give thinking time to potential volunteers and they may even have the opportunity to shadow the person already in that role. Consider what is involved in each role and write a brief task description. Template task descriptions are available for the following roles: Chair, Secretary, Treasurer, Volunteer Co-ordinator, Welfare Officer, Health & Safety Officer, Fundraising Officer, Events Officer, Publicity Officer, Gymnast Representative, Helper.

Just Ask!

Research suggests that most people do not become involved as a volunteer because they have never been asked. There may be a number of parents who may be interested in volunteering but need a bit of encouragement add a volunteering section to the club membership form and ask parents if they are willing to help with certain tasks.



Club Posters & Leaflets

Create a club leaflet or poster and distribute to all potential recruiting places and to all new members of the club.

Link with your local Sports College / School Sports Partnership

Run a Helpers' Award or become part of the Step Into Sport programme that encourages and supports young people to volunteer in sport through their local School Sports Partnership and County Sports Partnership. Find out if you have a local Gymnastics Leadership Academy.

Use the Media

Community Newswire is an opportunity for your club to gain media coverage. It is a free service and sends your story straight to the journalists' computers. Visit the website, <http://www.communitynewswire.org/> or e-mail Dominic O'Reilly, Community Newswire Manager: dominico@mediatrust.org

Local Volunteer Organisations

Volunteer Organisations often work with local clubs to help them find volunteers and register all vacancies on their database. Find out where your nearest Centre is by ringing Volunteering England on 0845 305 6979 or by visiting their website

Try contacting your local voluntary action organisations; they can help in many ways with volunteering in community clubs. V-inspired deal specifically with the 16 to 25 year age group, but there are also other organisations like Voluntary Action Leicester.

V-Inspired - <http://vinspired.com/>

Volunteer Centres - <http://www.volunteering.org.uk/finder>

What next?

Once you have found your volunteer, it is also important to have a thorough recruitment procedure in place to protect your staff, volunteers and service users. Listed below are some suggested steps to take when recruiting volunteers for positions. It may not be applicable to use each method for all voluntary positions, for example you may not choose to seek references for one off voluntary contributions.

- Interviews – formal or informal are essential for communicating information
- References – a good way to alert you to potential difficulties
- Criminal Record Bureau checks for volunteers aged 16 years and over
- Induction – a good way to make a new helper feel welcome and to give essential information about your gym.

The Gymnastics England website has more information about the above and more information on their pages about volunteer co-ordinators and supporting your volunteers. Click the link below to go to the Gymnastics England 'Recruiting Volunteers' web page:

http://www.gymnasticsengland.org/index.php?option=com_content&task=view&id=19&Itemid=162

If you want to know more about volunteering in your area, contact your Gymnastics Development Officer:

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