

# BUILDING BLOCKS FOR FAMILY VOLUNTEERING

## TOOLS AND RESOURCES FOR ORGANIZATIONS



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# *Acknowledgements*

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This research and related resources can be accessed by visiting [www.volunteer.ca](http://www.volunteer.ca)

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## DESIGNING A FAMILY VOLUNTEER ASSIGNMENT

Design your family volunteer assignment incorporating these foundational building blocks.

## SCHEDULING

Design a scheduling option which will help recruit and retain family volunteers.

## VOLUNTEER RESOURCE MANAGEMENT

Incorporate strategies and policies for evaluating and providing feedback for family volunteers.

## VOLUNTEER ACTIVITIES

Design activities and tasks specific to family volunteers. Explore the range of possibilities.

## FAMILY VOLUNTEERING RESOURCE LIST

Discover links to a variety of useful resources on volunteer management.

## VOLUNTEER RECOGNITION

Show appreciation and support to family volunteers. There are many ways of saying thank you.

## ORGANIZATIONAL ASSESSMENT

Identify if and how a family volunteering initiative would fit into your organization's mission.

## PROGRAM CHECKLIST

Identify the varying policies and practices that need to be in place to ensure an organization is ready to implement a family volunteering initiative.

## NEXT STEPS

List and identify policies and practices in your current volunteer program that could be adjusted to incorporate family volunteers.

## FAMILY VOLUNTEER SPECTRUM

Explore a variety of options and opportunities for engaging family volunteers.





# What is Family Volunteering?

**Family volunteering involves more than one person in a household or extended family, from different generations volunteering together.**

Family volunteering is increasingly gaining prominence as a specific form of volunteering in Canada. Organizations are recognizing the tremendous benefits associated with involving intergenerational groups. Not only can families benefit organizations in terms of quantity of help, but children, youth, parents and grandparents offer diverse perspectives, experiences and skills. Family volunteering provides an opportunity to further connect families through shared activities.

When incorporating a family volunteering initiative at your organization, it is useful to acknowledge that families:

- **Have busy schedules** – it is challenging for them to find enough time since they are juggling their schedules to meet the needs of all the other family members, which can include babies, young children and teens and, increasingly, also aging parents.
- **Value family cohesion** – families perceive that volunteering together provides a thread to connect various members of a family.
- **Feature generational differences** – organizations need to recognize and handle the range of family members differently when trying to engage them in meaningful volunteer opportunities.
- **Want to pass on values** – parents often look for ways to involve their teenage children in volunteering in order to instil values, shift attitudes of entitlement and boost social awareness.<sup>1</sup>

Use this document as reference to help you build a family volunteering initiative that is:

- Flexible and accommodating for families- acknowledging the many commitments that families have;
- Respectful and understanding to difference-including age, gender, culture, language. It is also respectful to communicate to volunteers in plain language and avoid using jargon or possibly exclusive terminology;
- Meaningful and engaging- ensuring that the individual needs and talents of each family member is recognized and that roles and tasks are suitable for a variety of ages and skill sets.<sup>2</sup>

## How to use Building Blocks for Family Volunteering: Tools and Resources for Organizations

Refer to the building blocks on the next page to access different tools and resources for implementing a family volunteer initiative.

Acknowledging that every organization is at a different place, with varying circumstances as it relates to size and resources capacity; explore the tools and resources that are relevant to you.

- **Foundation** – Tools and resources designed to help you assess the feasibility to introducing family volunteers to your organization with an organizational assessment, a program checklist and a next-steps workbook.
- **Framework** – These resources provide examples and ideas for effectively engaging family volunteers with respect to designing activities and tasks for families, offering flexible scheduling options, identifying various ways to recognize and support families, as well as volunteer resource management tips.
- **Design** – Drawing on the family volunteering foundation and framework components, you can design a family volunteering assignment with this interactive template. You can use this to recruit your next family volunteers. Refer to the family volunteering resource list for access to policies, templates, tools and material to help you implement a family volunteering initiative.

<sup>1</sup> Bridging the Gap: Enriching the Volunteer Experience to Build a Better Future for our Communities

<sup>2</sup> Ibid.



## *Laying the Foundation*

- Implementing a Family Volunteering Initiative – Organizational Assessment
- Preparing your Organization – Program Checklist
- Next- Steps – Workbook





# Implementing a Family Volunteering Initiative

## ORGANIZATIONAL ASSESSMENT

The first step in determining how to involve family volunteers in your organization is to assess existing practices and how they can be adapted to incorporate family volunteers.

This template will assist board and staff in identifying what policies or practices can be implemented in order to establish an effective family volunteer opportunity.

How does family volunteer involvement help us achieve our mission?





**RESOURCES**  
CLICK ON THIS ICON  
TO ACCESS RESOURCES

# Program Checklist

## VOLUNTEER ACTIVITIES PREPARING FOR FAMILY VOLUNTEERS

	YES	NO	NOTES
Do you need to develop new methods of recruiting family participation?			
Do you need to develop family volunteer assignments?			
Can you apply your existing screening process for individuals to family groups?			
Do you have current programs that can be made family friendly?			
Do you have activities that will be attractive to families?			
Do you have tasks and assignments that can be developed or altered to be appropriate to the ages, education levels, cultural identifications and experiences of family volunteers?			
Do you have orientation and training material that is sensitive to culturally diverse populations or that cross generational lines?			
Are there additional training programs that need to be considered?			



**RESOURCES**  
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TO ACCESS RESOURCES

## VOLUNTEER RECOGNITION

### Recognizing family volunteers

	YES	NO	NOTES
Do you need to develop methods of recognizing family participation?			
Do you have ways of recognizing each family member uniquely?			
Do you have a budget for reimbursing volunteer expenses? i.e. travel expenses, childcare, volunteer meals, gifts and vouchers.			
Do you have policies around volunteer recognition?			

## SCHEDULING

### Effective and flexible arrangements and accommodation

	YES	NO	NOTES
Do you have a facility that can accommodate family groups? i.e. physically accessible and/or child-safe.			
Do you have a process to accommodate families with young children? i.e. Is child care available?			
Do you have staff trained to work with children, youth and all types of families?			
Do you have the ability to provide flexible scheduling sometimes required for family volunteering?			
Do you have a process to accommodate for the absence of an entire family on occasion?			






**RESOURCES**

CLICK ON THIS ICON  
TO ACCESS RESOURCES

# VOLUNTEER RESOURCE MANAGEMENT

## Policies and practices for effective family engagement

	YES	NO	NOTES
 <p>Do you have proper intake, data recording? i.e. ability to document family statistics and relationship of the family participant?</p>			
 <p>Do you have policies around recognition and feedback?</p>			
 <p>Do you have policies around discipline and performance management?</p>			
 <p>Do you have risk and liability policies? Do you have insurance?</p>			
 <p>Do you have policies around safety and rules?</p>			



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# Next-Steps Workbook



*What program changes are required to ensure that family volunteering can be effectively implemented?*

Refer to the questions outlined in the program checklist and study the resources provided to identify which program areas require changes and/or further development. Fill in the workbook as necessary. The more detailed the analysis, the easier it will be to plan out the next steps.

## VOLUNTEER ACTIVITIES

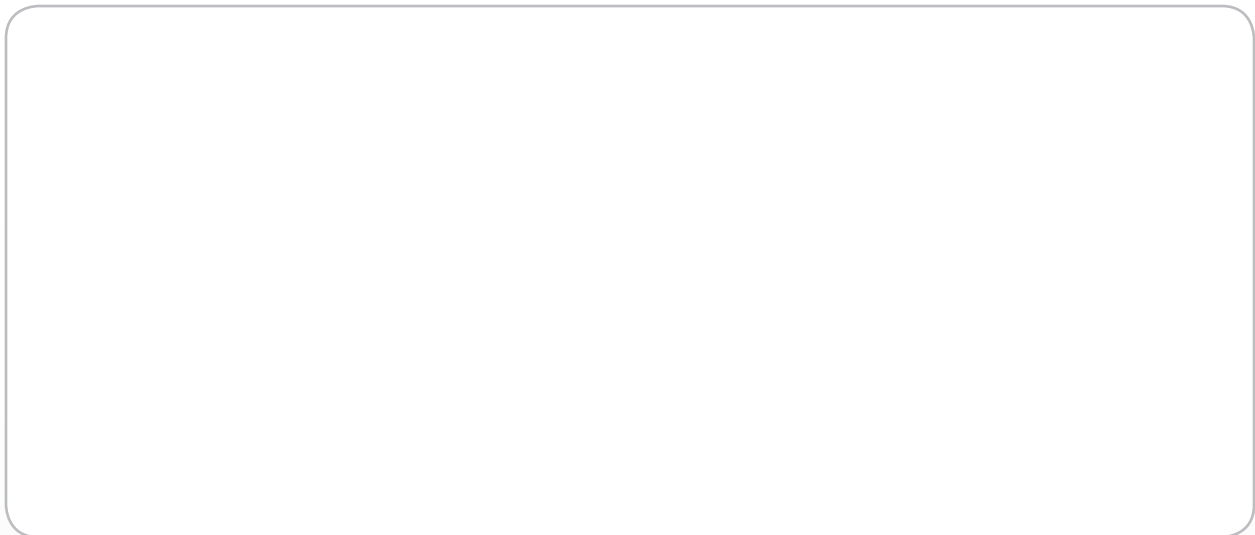
## VOLUNTEER RECOGNITION



## SCHEDULING



## VOLUNTEER RESOURCE MANAGEMENT





## *Building the Foundation*

- Family Volunteering Spectrum - Levels of Engagement
- Activity Considerations - Designing activities and tasks for families
- Volunteer Recognition - Recognizing and appreciating volunteers
- Scheduling - Providing a variety of flexible options for family volunteers
- Volunteer Resource Management - Engaging volunteers in evaluation, feedback and decision making







# Family Volunteering Spectrum: Levels of Engagement

This spectrum highlights different methods or strategies for organizations to engage family volunteers. Each box links to an information package with practices and opportunities for implementing an effective family volunteering initiative.

<b>VOLUNTEER ACTIVITIES</b>	Offering child care to enable family members to volunteer	Offering distinct activities for children or youth in a family	Pairing volunteers by family age groups	Offering activities that an entire family can do as a group	Arranging unique activities for different age groups/abilities at the same time
<b>VOLUNTEER RECOGNITION</b>	Volunteer Awards/ Appreciation	Gifts/ Certificates/ Vouchers	Meals and snacks	Travel Expenses	Family care: child care costs/aging parents
<b>SCHEDULING</b>	Occasional	Short Term/ Seasonal	On-Call	Flexible	On-Going
<b>VOLUNTEER RESOURCE MANAGEMENT</b>	Evaluating a family volunteer program and volunteer performance	Periodic review of family volunteer opportunities	Formal pre-arranged evaluation meetings	Incorporating feedback from family members into program	Offering decision-making authority to family members



# Volunteer Activities

## ACTIVITY CONSIDERATIONS

### OFFERING CHILD CARE TO ENABLE FAMILY MEMBERS TO VOLUNTEER

- As an organization, you may wish to reimburse volunteers for their child care costs. Providing child care provision for toddlers while other members of a family volunteer can be an incentive to families considering volunteering. It demonstrates your organization's commitment to equal opportunities; helps to reduce potential financial barriers to new and current volunteers and also demonstrates that your organization values a family's time.
- Research has highlighted the fact that volunteers with lower incomes can find it difficult to afford to volunteer. Providing child support, whether in the form of reimbursing child care costs or offering space and supervision of children by a trained staff member can demonstrate a commitment to supporting different family arrangements.

### OFFERING DISTINCT ACTIVITIES FOR YOUTH OR CHILDREN IN A FAMILY

- Family volunteering opportunities may be more appealing to youth if they are given activities that are unique to their age group. In The Bridging the Gap research report, youth cited improved skills development and training as an area that organizations could hone in on to increase their engagement. Youth indicated that they often viewed volunteering as an opportunity to bridge to future career development. As one youth from a focus group said: *"Volunteering helps raise my community profile, so that when a job arises they will know to approach me, or will know of my skills – exposure is good, great networking opportunities."*
- Youth enjoy the autonomy of working independently on a task that contributes to a collective goal or outcome, rather than alongside family members. Providing options for youth to work on a task that gives them ownership and skills acquisition may result in more favourable engagement of youth within a family unit. Determining families' motivations for volunteering and their preferences for division of tasks is a recommended way to determine how to divide activities.
- Organizations can develop activities specifically for families with young children. While there may be a limit to how much independence you can grant children, young children have abilities that can be tremendously helpful for organizations. Finding tasks which children feel confident with and enjoy is a useful strategy. Providing options for children and letting them pick the activity they are most interested in can also lead to more fulfillment for children.

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**< VOLUNTEER SPECTRUM**

## PAIRING SIMILAR AGE GROUPS BETWEEN DIFFERENT FAMILIES

- If an organization is seeking to engage family volunteers on a more episodic level, or for a specific event, different families can be paired together around a variety of tasks. This can be a fun exchange for children or youth, providing them an opportunity to work with other people of a similar age. If an organization requires a large number of volunteers for a specific activity or event, providing collaborative volunteering opportunities for different families can be a way to gather numbers while also creating meaningful experiences for volunteers.

## OFFERING ACTIVITIES THAT AN ENTIRE FAMILY CAN DO AS A GROUP

- There are a number of group opportunities that can be made available by an organization to a family. This can sometimes be a more favourable option, as less coordination is required if adults are able to supervise their family members. Clear channels of communication are extremely important when working with a diverse group of people. Ensuring reciprocity of communication between the organization and family can serve to establish a positive volunteer environment.
- As an example, a family can be involved in preparing food at a food bank, with each member involved in an age-appropriate task. Families can collectively help with activities at a community centre or staff a booth at a festival. Depending on the type of organization, it may be possible to restructure particular activities in ways that make them more family friendly.
- In some provinces, youth are required to complete a particular number of community involvement hours as part their curriculum. This has been used as an opportunity for families to volunteer together.

## ARRANGING ACTIVITIES FOR DIFFERENT AGE GROUPS/ABILITIES AT THE SAME TIME

- A major theme that emerged in the recent research conducted for the Bridging the Gap study was the fact that volunteers want to be heard. One participant from a focus group stated: "Organizations need to get to know their volunteers personally, and learn about their skill set; this will improve long term engagement with us." Volunteers don't want to be treated as though they are simply bodies available to complete a task; they want to be actively involved in creating an ideal volunteer opportunity. By allowing volunteers to do so, an organization can improve retention levels. Learning about volunteers and identifying what tasks may be desirable or preferred is a useful practice when engaging volunteers of all ages.
- Organizations often do not have a great deal of time or resources available, which makes it challenging to create tailored and meaningful tasks for different age groups simultaneously. Brainstorming sessions with staff members or prospective family volunteers can generate innovative suggestions on how to effectively develop volunteer positions for volunteers of varying ages or abilities.



# Volunteer Recognition

## RECOGNIZING AND APPRECIATING FAMILY VOLUNTEERS

### GIVING VOLUNTEER AWARDS/APPRECIATION

- Personalizing the volunteer recognition component of your program is the best way to show appreciation for the contribution of volunteers. There is an abundance of ways in which you can show appreciation for family volunteers that can be appreciated by a variety of demographics.

#### Recognizing the family unit

- Volunteer awards night or luncheon - Organize an event to recognize your volunteers. Give volunteers awards or certificates to demonstrate your appreciation. Highlight specific contributions made by each member of the family. Include games and activities, and turn it into a fun event for everyone.
- Personal notes - Give personal notes and messages to each of the volunteers, written appropriately for each age group.
- Volunteer Tree - Take a picture of each volunteer in a family and create a volunteer tree which serves to provide a visual display of your appreciation for the volunteers at your organization.
- Acknowledgements - Identify family volunteers in community newsletters and bulletins, or profile them on your website.

#### Recognizing youth or children in the family

- Offer a certificate of recognition for children or youth volunteers identifying their contribution to the organization.
- Youth volunteers can be recognized at award nights with volunteer awards presented at high schools and elementary schools.
- Offer youth a recommendation for a job or school application.
- Post a thank you video on Youtube from your organization.
- Put on a scavenger hunt with candies or treats for child volunteers.

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[< VOLUNTEER SPECTRUM](#)

## PROVIDING GIFTS/CERTIFICATES/VOUCHERS

There are a number of ways an organization can show appreciation to volunteers in a low cost yet meaningful fashion. Such examples include:

- **Photo** – Frame a photo of the family at an event or activity they contributed to.
- **Seeds** – Thank volunteers for their great ideas that they have planted to grow and bloom.
- **Rubber band** – Thank volunteers for stretching their limits, flexibility and endurance.
- **Kite String** – Demonstrates that volunteers can soar to whatever heights they choose.
- **Paperclip** – Thanks volunteers for holding an organization's programs together.
- **Cake or cupcakes** – You can show a volunteer or family that they take the cake as an outstanding volunteer.
- **Boxes of juice** – Show a family that their creative juices have really made a big difference.
- **Lifesavers** – Lifesavers represent the special contribution to a program that each volunteer makes. They emphasize that each of us are unique and different, just like the rainbow of Lifesavers colours. The Lifesavers signify there is a place in the organization for everyone.
- **Post It Notes** – Thank volunteers for sticking with the organization and making such a difference in the lives of people in the community.
- **Fortune Cookie** – Highlight how fortunate an organization is to have family volunteers.

These small gifts can be shared with families to illustrate an organization's appreciation for their involvement and contributions. In addition, if budget permits, there are a variety of gift certificates or vouchers that can be helpful for families. These include gift certificates to:

- A local restaurant
- A local shopping mall
- A book store
- Bowling/ mini putting/laser tag

There are also gifts that can be given which cater to different generations. For example, ideas for recognizing youth or children may include:

- Movie gift certificate
- Gift certificate to a CD/DVD store
- T-shirts or hats
- Games or toys
- Art supplies

Volunteer recognition is a theme that has surfaced in the research as being an important element for all demographics of volunteers. A gift does not necessarily translate to higher intrinsic value, but by showing that the volunteer's opinions, ideas, experiences or hobbies have been heard, an organization can more evidently display appreciation. Listening to volunteer's interests, and then finding a way to support them, can go a long way in increasing engagement levels.

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[< VOLUNTEER SPECTRUM](#)

## OFFERING MEALS AND SNACKS

- Volunteers can be supported and recognized in a variety of ways. Providing food or snacks during a break can be appreciated. If a family is volunteering after work or school, offering a selection of a few healthy snacks prior to their volunteering activity can help satisfy hungry children and allows for some brief socializing before diving into the activity.
- Providing a dinner, whether cooking something in a kitchen or taking a family out for dinner at a local restaurant can give parent figures a break from dinner responsibilities while fostering social exchange between a family and organization. This can be done at a milestone of their volunteering or as an end-of-year appreciation.
- Organizing a pizza party is another way to show appreciation to volunteers. It gives time for volunteers to unwind and can be an opportunity to connect volunteers with each other, or with staff.

## COVERING TRAVEL EXPENSES

- Travel costs can sometimes be an impediment for families to be able to commit to volunteering opportunities. An organization can provide assistance by providing bus tickets or reimbursing transportation costs.
- Youth volunteers have identified transportation costs as a barrier to volunteering. It has been expressed that the provision of bus tickets for volunteering can be especially helpful for students who have to travel far from their schools or homes to volunteer.
- Organizations can talk to family volunteers during orientation to identify whether travel support would be needed or helpful to a family.

## FAMILY CARE: CHILD CARE COSTS/AGING PARENTS

- Child care costs can be addressed by an organization through offering onsite support with a trained staff member supervising young children in a designated space. Organizations can support family volunteers by providing financial remuneration of child care costs that take place offsite.
- Be aware that families may have aging parents or other family members requiring care. Organizations can offer support by offering flexible scheduling or by assisting with additional costs incurred by family volunteers.
- This support can help to reduce potential financial barriers to new and current volunteers and also demonstrates that your organization values a family's time.



# Scheduling

## PROVIDING A VARIETY OF SCHEDULING OPTIONS FOR FAMILY VOLUNTEERS

### OCCASIONAL

- Families are often busy with a variety of commitments. Between work, children, aging parents, homes, hobbies, friends and appointments, it can be challenging for a family to commit to regular and consistent volunteering.
- Organizations can improve volunteer recruitment by offering a variety of volunteer scheduling opportunities from which families can decide the option that is most convenient. Providing a variety of options or talking with families about what is most convenient for them (while still remaining effective for the organization), can serve to improve satisfactions levels of volunteers.
- In some cases, offering short-term or one-time opportunities, also called episodic volunteering, can be the most viable option for families. Occasional volunteering can require creativity on the part of volunteer-involving organizations to design suitable positions that fit the volunteer's schedule.
- Opportunities that might be preferable for incorporating occasional family volunteers could include:
  - Holiday events
  - Seasonal festivals
  - Annual events (conferences or annual general meetings)
  - Special or fundraising events

### SHORT TERM/SEASONAL

- Short term or interim volunteering involves providing volunteer opportunities to families on a regular basis but for an intermediate period of time (for instance a family may volunteer weekly for a six-month period).
- An organization may find this option desirable if they are planning a large event which requires advanced planning and support. Families can contribute time leading up to and during the event.
- Organizations can allow family volunteers to contribute on a specific project with a specified term of commitment. Organizations can provide families the opportunity to design their own project, terms and activities. This gives volunteer families the ultimate flexibility and influence in their organization.
- Families may opt for seasonal volunteering, whether in the form of a winter drop-in program, summer nature walks or skiing buddies. There are a variety of opportunities to target potential volunteers who may wish to participate around seasonal activities.

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[< VOLUNTEER SPECTRUM](#)

## ON-CALL

- Similar to Occasional volunteering, providing an option for volunteers to contribute their time on an on-call basis can provide a low level of commitment and a high level of flexibility that some families might find preferable.
- This may be a useful option for organizations, because it enables organizations to develop a roster of volunteers that can be called upon when regular volunteers are unavailable or when there is a need for increased support.

## FLEXIBLE

- This option enables family volunteers to volunteer on a weekly or monthly schedule that remains consistent, but may be adjusted according to family or organization preferences.
- The consistency of this volunteer option can be preferable for organizations seeking steady and routine support. However, it provides flexibility to families who need to alter their availability from time to time.
- Families may volunteer at a consistent time with an organization but may choose not to commit to a long-term position.

## ON-GOING

- This option supports families who volunteer consistently at a fixed day and time for a specific period of time.
- It is ideal for organizations that may heavily rely on volunteers for specific tasks and are dependent on volunteers during very specific hours.





# Volunteer Resource Management

## ENGAGING FAMILY VOLUNTEERS IN DECISION MAKING AND EVALUATION

### EVALUATING A FAMILY VOLUNTEER PROGRAM AND VOLUNTEER PERFORMANCE

- Evaluation is a critical component to the effective delivery of an organization's programs. Routine goal setting and evaluation can ensure that a project is operating optimally and serves to identify degrees of satisfaction for all stakeholders.
- There may not be any necessary adjustment to current evaluation practices as it pertains to family volunteers. However, there are some key components that can serve to highlight the success of a family volunteering program. The report, *Volunteer Connections: Family Volunteering- Making it Official* identifies a few assessment criteria:
  - Actual number of family groups involved in volunteer activities.
  - Level of awareness of the family volunteering program in the community.
  - Degree of integration of family volunteering throughout the organization's activities.
- It is also important to evaluate whether the family volunteer program continues to serve the mission and goals of an organization.
- Another good practice is to evaluate a family volunteer's performance. While individual performance can be monitored, it is also useful to look at the contributions being made collectively by the family unit and identify any strengths or areas for improvement that exist.

### INFORMAL PERIODIC REVIEW OF FAMILY VOLUNTEERS

- There are varying levels of program evaluation that can be applied in an organization, whether it involves informal periodic reviews that serve as a check in, or formal pre-arranged evaluation meetings. Depending on the size, structure and nature of the organization, different evaluation strategies may be preferable.
- Evaluating family volunteers and providing them with an opportunity to evaluate their own volunteer experiences can be a very useful strategy for establishing positive and progressive relations between an organization and family volunteers.
- If an organization operates with a less formal evaluation program, then they may wish to engage volunteers on a more periodic and informal basis. This may consist of sitting down every week or every couple of months to learn about the satisfaction levels of a family, and identify what good practices can be established to improve future volunteering. This is also an opportunity for an organization to discuss what areas could be further built upon and how family volunteers could be more effectively engaged.

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[< VOLUNTEER SPECTRUM](#)

## FORMAL PRE-ARRANGED EVALUATION MEETINGS

- Formal evaluation practices can ensure that there is consistent measure being taken to identify progress around the support of an organization's mission, completion of goals and tasks, and effective engagement of volunteers.
- Establishing formal evaluation meetings with family volunteers provides an opportunity for family volunteers to talk about their volunteer experience. Questions they can discuss include:
  - Skills family members would like to develop or learn
  - New skills that they have learned
  - How or who helped them acquire these new skills
  - Areas where there has been difficulty
  - Areas or skills that family members feel they need to improve
  - What they have learned from their volunteer position
  - If they would like to continue in this role, or if they would like to explore other opportunities within the organization.
- Formal evaluation also serves as an opportunity for an organization to recognize family volunteers for their contribution and discuss any program changes or adjustments that might occur in the future.

## INCORPORATING FEEDBACK FROM FAMILY MEMBERS INTO AN ORGANIZATION'S PROGRAM

- One form of recognition that can yield very favourable results is to take time to communicate with family volunteers about the program they are involved with. Often people can bring a variety of innovative perspectives that can lead to program improvements.
- Take a moment to talk to each volunteer individually: ask children, youth and parent figures how their particular task is going. Provide volunteers with an opportunity to share ideas about their role. Sometimes a fresh and different opinion can be precisely what an organization needs to lift itself from recycling patterns of activities which may no longer be as effective or efficient.
- This can be an especially useful practice as it relates to engaging children or youth, as it provides them with an opportunity to take a more applied role in contributing to the program. It can also help promote a sense of ownership, as volunteers see their thoughts or ideas matter to an organization.

## OFFERING DECISION-MAKING AUTHORITY TO FAMILY MEMBERS

- There are varying ways that an organization can incorporate family volunteers into an organization's decision-making process. This can be done by integrating ideas made by family volunteers or by providing more formalized opportunities to volunteers, such as offering a volunteer the opportunity to sit on a Board.
- Establishing a position for a volunteer on a Board can highlight an organization's commitment to its family volunteers, and can help diversify the representation on the Board.



## *Designing a Family Volunteer Assignment*

- Family Volunteer Assignment
- Family Volunteering Resource List



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# Designing a Family Volunteer Assignment

Having considered many components of designing a family volunteer initiative, you can proceed with developing a family volunteer assignment. Also called a position description, a family volunteer assignment can be used to establish a formal volunteer agreement between your organization and a potential family. This can be used to inform the design of a recruitment poster for families in your community.

 **SCROLL OVER EACH BOX FOR FURTHER INSTRUCTIONS AND TIPS.**



---

Organization name

---

Position title(s)

## **VOLUNTEER ACTIVITIES: Preparing for family volunteers**

---

Role or project overview

---

How the role relates to the organization's mission

---

How the mission illustrates impact to community and clients

---

Key responsibilities

---

Skill requirement

---

Other possible requirements of the assignment





## **VOLUNTEER RECOGNITION: Recognizing and appreciating family volunteers**

### **Benefits for the volunteer:**

Meals costs    Travel expenses    Child care costs    Other \_\_\_\_\_

\_\_\_\_\_  
Training and skill development

## **SCHEDULING: Providing a variety of flexible options for family volunteers**

### **Options**

- Occasional (indicate event- holiday, festival, annual or special event, other)
- Short term/Seasonal (indicate duration or period)
- On-call (indicate preference for being called-weekend, weekday, time)
- Flexible (monthly volunteer option)
- On-going (fixed day and time)

### **Additional Scheduling Details**

\_\_\_\_\_  
Start Date

\_\_\_\_\_  
End Date

\_\_\_\_\_  
Hours and days required (if applicable)

## **VOLUNTEER RESOURCE MANAGEMENT**

\_\_\_\_\_  
Supervision

\_\_\_\_\_  
Screening

\_\_\_\_\_  
Supporting Policies



# Family Volunteering Resource List



- **Building Blocks for Family Volunteering: Key Resources for Families**
- **Bridging the Gap: Enriching the Volunteer Experience to Build a Better Future for our Communities**
- **VQ**
- **Skills-Plus – Bridging Volunteer Experience and Career Development**
- **Get Volunteering**
- **Volunteer Canada – Family Volunteering**

## CANADIAN CODE FOR VOLUNTEER INVOLVEMENT

- Canadian Code Policy List

## RECRUITMENT

- Family Volunteering Discussion Paper
- Family Volunteering: The Final Report
- Volunteer Connections: Family Volunteering— Making It Official
- Volunteer Connections: New Strategies for Involving Youth
- Volunteer Connections: New Strategies for Involving Older Adults
- Targeted Recruitment Exercise

## DESIGNING A VOLUNTEER ASSIGNMENT

- A Matter of Design: Job Design theory and application to the voluntary sector
- Volunteer Agreement form for Families
- Needs Assessment for Family Volunteering

## SCREENING

- Screening Webinar
- Safe Steps: A Volunteer Screening Process
- Ten steps of Screening
- Safe enough? Reviewing your screening practices
- Best practice guidelines for screening volunteers
- Screening-Federal Law and Social Policy
- Provincial Laws and Screening
- Take the first step: understanding volunteer screening
- Screening and the volunteer recruitment process
- Background Checks and Volunteers
- RCMP- Vulnerable Sector Checks
- Evaluating Current Screening Process for Family Volunteers

## RISK AND LIABILITY

- Developing a risk management strategy: Five Steps to Risk Management in Nonprofit and Charitable Organizations
- Determining the risk
- Director Liability Protection for Non-profit Organizations
- Due diligence in avoiding risks for directors of charities and not-for-profits
- Getting started: Managing your risk
- Good practices in risk management
- Legal risk management checklist
- Tips for setting up volunteer grievance policies and procedures
- Running the risk? A risk management tool for volunteer involving organisations

## ORIENTATION/TRAINING

- Orientation and Training
- Volunteer Management Theory
- A Guide to Training Volunteers (Part A)
- A Toolkit for Training Volunteers (Part B)
- Sample Orientation Manual or Handbook Table of Contents

## SUPERVISION/EVALUATION

- Supervision and Evaluation
- Volunteer Management Theory
- Performance Feedback Model for Family Volunteers

## DISCIPLINE

- Dealing with conflict and grievances when managing volunteers
- Fast Facts-Dealing with conflict

## SAFETY AND RULES

- Canadian Centre for Occupational Health and Safety
- Health and Safety Legislation

