

RECRUITING VOLUNTEERS:

The Grizzly Creek Solution

WORKBOOK

Photocopies of the pages in this workbook should be made for each participant in your workshop. Each section should be printed on a different coloured paper and handed out at the appropriate time during the workshop. This will facilitate reference to the worksheets as it becomes appropriate.

- SECTION 1 - Pages 1 - 4 for use with second viewing of video (1 per participant)
- SECTION 2 - Pages 5 - 8; Small Group Instruction Sheet, Interview Guide Questions, Grizzly Creek Volunteer Job Description, Qualifications for Town Clerk Grid (1 per participant)
- SECTION 3 - Pages 9 - 14; Biographical Sketches (1 per group)
- SECTION 4 - Pages 15 - 20; Volunteer Job Description (blank), Qualifications Grid (blank), Certificate, Workshop Evaluation Form (1 per participant)

Sample layouts, posters and clip art are provided for use in newsletters, bulletins or brochures to promote your workshop.

The recruitment process as outlined in the video suggests that a small committee should:

- 1) DEFINE THE JOB
- 2) DETERMINE THE QUALIFICATIONS REQUIRED TO DO THE JOB
- 3) DEVELOP A LIST OF CANDIDATES IN ORDER OF PREFERENCE
- 4) INTERVIEW THE BEST CANDIDATE
- 5) HIRE THE SUCCESSFUL CANDIDATE

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ORGANIZING A COMMITTEE

STOP 1

Jackson says: "Recruiting the right person's a tough job, especially for a volunteer position, but they just made it a lot harder than it need be. They DID get to stage one - holding a meeting to discuss the task. Trouble is, now they don't know what to do first."

You might want to note some reminders for yourself:

"The next time I work with a recruitment committee, I might:



STEPS 1 AND 2

STOP 2

DEFINE THE JOB DETERMINE THE QUALIFICATIONS



JOB RESPONSIBILITIES

- ARREST THE BAD GUYS
- KEEP THE PEACE
- ORGANIZE BOTTLE DRIVES
- CLOSE SALOON BY 10, 11, 10?
- PATROL THE STREETS
- HELP AT PICNICS
- MEET NEWCOMERS
- TAKE CASH TO THE BANK
- KEEP TOWN CLEAN
- STOP DOUBLE PARKING

As one possible tool to help in determining job qualifications, you might want to use the following "Break Down the Task" guide.

NOTES:



STEP 3

LIST AND PRIORIZE POTENTIAL CANDIDATES

	PA CART	ARCHIBALD	GORDON	CLAYTON
RELIABLE	X	X	X	
HONEST	X	X	X	
BRAVE	X			
SHOOTS STRAIGHT	X			
LEADER	X	X		
TOUGH	X	X		

How could someone have all the qualifications but still be unacceptable as a potential candidate?

What sources could you use to identify potential candidates?



SETTING UP THE INTERVIEW

Dan says: "But I HATE doing these 'important calls'." Jackson's pointers for interviews:

WHEN _____

WHERE _____

WHAT TO TAKE ALONG _____

WHO INTERVIEWS _____



STEPS 4 AND 5 THE INTERVIEW

Betty says: "Well, yes, I think I'd like to try it."

The magic words that turn a candidate into a volunteer are:

What must be given to the candidate now before they begin the job?

- 1) T _____
- 2) T _____
- 3) T _____



REVIEW OF THE PROCESS

Jackson says: "The process works. The five stages are really a matter of common sense."

1. DEFINE THE JOB
2. DETERMINE THE QUALIFICATIONS NECESSARY TO DO THE JOB
3. DEVELOP A LIST OF CANDIDATES, IN ORDER OF PREFERENCE
4. INTERVIEW THE LEADING CANDIDATE
5. HIRE THE PERSON

Jackson further suggests that "Once the person has agreed to take on your volunteer position you will want to keep them. You do that through training, respect and recognition, through cooperation and through innovative programming."

BREAK DOWN THE TASK

Content (What will the job require?)

Activities - will they be repetitive or varied? _____

People contact - limited; a lot with the same people; a lot with different people _____

Purpose (Why is the job necessary?)

People - what aspects of the job will require developing/serving people? Supervising people? Coordinating people? _____

Things - what aspects of the job will require developing things? Developing ideas? Developing plans? _____

Administering - plans? programs? _____

Research _____

Authority (To whom is the person doing the job responsible?)

Decision-making _____

Supervision - receiving and/or providing guidance of self, others, groups? _____

Latitude - in setting pace? goals? methods? co-workers? _____

Context (How is the job performed?)

Working alone or together with others? _____

Time - fixed or flexible? _____

Feedback on performance - direct? immediate? _____

Benefits (What is to be gained by doing the job?)

Status/personal satisfaction? _____

Training? _____

Visibility - in community? in organization? _____

Advancement possibilities? _____

SMALL GROUP INSTRUCTION SHEET

You are the selection committee whose task is to select the next candidate for the position of Town Clerk in Grizzly Creek. Having selected the candidate you are to interview the individual. To help you with this task you have been supplied with the following information.

1. Town Clerk - Job Description
2. Qualifications for Town Clerk Chart
3. Biographical Sketches
4. Interview Guide Questions

It is suggested that you follow this procedure.

SIMULATION

1. Priorize the qualifications from the "Job Description." Write them on the "Qualifications for Town Clerk Chart". You may not alter the job description. You may, however, add or delete any qualifications.
2. Match the candidate with the qualifications you have agreed to as a group. The individual holding the biographical sketch for each candidate will supply most of the information, however, you may rely on what you remember from the video.
3. Choose the best qualified candidate. Since your final choice may be either unavailable or unwilling, choose at least one alternate candidate.

ROLE PLAY

4. As a group prepare to role play an interview between the candidate and an interview team. To help you with this task answer the "Interview Guide Questions". Choose one individual to role play the candidate and three to role play the interview team. The remaining individuals should act as observers.

INTERVIEW GUIDE QUESTIONS

1. Who will make the initial telephone call to the candidate, to set up the appointment? (Who knows the candidate best?)
2. Who will go on the interview?
3. What material should be brought along and who is going to collect it?
4. When are the members of the committee available for the interview?
5. Who will serve as the spokesperson?

GRIZZLY CREEK

VOLUNTEER JOB DESCRIPTION

Position Town Clerk

Accountable to Grizzly Creek Town Council

Major Area of Responsibility To provide administrative and support services to Grizzly Creek Town Council in accordance with town by-laws.

Duties and Responsibilities of the Position

- Record and keep minutes of Town Council meetings
- Conduct annual census
- Audit town's financial records
- Issue permits and licenses
- Serve as Deputy Fire Chief, maintaining fire equipment
- Promote town to new business
- Be knowledgeable of the town by-laws

Qualifications

- Prepared to commit time to the town
- Have administrative, secretarial, and organizational skills
- Be knowledgeable of financial accounting and record keeping and be able to prepare financial statements
- Be mechanically inclined, able to fix machinery
- Punctual
- Honest

Average time Required 10 hours per week

QUALIFICATIONS FOR TOWN CLERK

CANDIDATES QUALIFICATIONS	PA CARTWRIGHT	GORDON THE BANKER	DAN TODD THE BARBER	BETTY THE BAKER	SAM, THE SALOON KEEPER	GEORGE, THE BLACKSMITH		

BIOGRAPHICAL SKETCH

For the purpose of this exercise,

Pretend that you are a friend of:

PA CARTWRIGHT

Pa is a rancher keeping upwards of 300 cattle on his ranch. He is a widower and has raised three sons all now adults. His sons live with him on the ranch. The ranch is very well maintained and run.

Pa enjoys solving problems, both his family's and other people's. Solving these problems takes him away from the ranch frequently. During his absences his sons run the ranch including the accounts, which he professes to know very little about.

Pa stands up for what is right and speaks his mind.



BIOGRAPHICAL SKETCH

For the purpose of this exercise,

Pretend that you are a friend of:

DAN TODD THE BARBER

Dan is allergic to hair. He hasn't let that stop him though. He has built a very successful business. Dan's customers are impressed with his neat, efficient work, but what keeps them coming back are his reasonable prices, even though his wife believes them to be too low.

Dan is a take-charge man. When there's a problem he tackles it head on. In solving problems Dan is very innovative. He thinks creatively, being open to all sorts of new ideas.

Dan is very civic-minded having served as the recording secretary of the "Water-Trough Committee" and the "Town Sheriff Selection Committee".



BIOGRAPHICAL SKETCH

For the purpose of this exercise,

Pretend that you are a neighbor of:

GORDON THE BANKER

Gordon is the town bachelor. He was never really interested in women, "no time", he says. Most of his time is spent poring over the bank's books. As well as keeping accurate records, Gordon is frequently called on to inform customers of the status of their loans. He has no close friends and does not participate in any volunteer activities.

A perfect evening for Gordon is a quiet dinner alone in the town restaurant, followed by a good book at home.



BIOGRAPHICAL SKETCH

For the purpose of this exercise,

Pretend that you live next door to:

BETTY THE BAKER

Betty was widowed five years ago. At the time of her husband's death she was a housewife with one child. Since then she has opened Betty's Bakery which supplies her with sufficient income.

Betty has held many volunteer positions in Grizzly Creek prior to her acceptance of the position of Sheriff. She served on the "Water Trough Committee", as the Chairperson, Treasurer of the Sunday School and as liaison between the town council and the Loyal Order of Grizzly Creek Pioneers.



BIOGRAPHICAL SKETCH

For the purpose of this exercise,

Pretend that you are a friend of:

SAM THE SALOON OWNER

Sam is a very tidy and meticulous man. He has built a prosperous business with the philosophy "if you don't keep it clean, people will get sick and never come back."

Sam has a reputation of being the town's handyman. His wife is very pleased with his maintenance of the house. If anything is in need of repair, bring it to Sam for a quick sure fix.



BIOGRAPHICAL SKETCH

For the purpose of this exercise,

Pretend that you are a friend of:

GEORGE THE BLACKSMITH

George can be smelled two blocks away. He believes that dirt protects you from disease. Despite his appearance he is a likeable individual having a heart of gold. If you need help and George can do something, he will.

George is a hard, if not too bright, worker. The work he produces is of mediocre quality. Clumsy is George's middle name.

Those who know George realize that he is chauvinistic and highly opinionated. He is not open to new ideas.



VOLUNTEER JOB DESCRIPTION

Position

Accountable to

Major Area of Responsibility

Duties and Responsibilities of the Position

Qualifications

Average time Required

QUALIFICATIONS FOR TOWN CLERK

CANDIDATES								
QUALIFICATIONS								

This is to certify that

has completed a

**RECRUITING
VOLUNTEERS
WORKSHOP**

featuring the video

**RECRUITING VOLUNTEERS:
The Grizzly Creek Solution**

Date



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Date



WORKSHOP EVALUATION

Your comments about this workshop will assist us to evaluate the event and perhaps make changes that will improve it next time. Please take a minute to complete this form and return it to the workshop presenter. Thank you.

1) How much did you enjoy this workshop?

7 6 5 4 3 2 1
 Highly Enjoyable Enjoyable Somewhat Enjoyable Not Enjoyable

2) How much did you learn from this workshop?

7 6 5 4 3 2 1
 Learned A Lot Learned Something Learned A Little Learned Nothing

3) How would you rate this workshop in terms of instructional value?

7 6 5 4 3 2 1
 Highly Instructive Instructive Somewhat Instructive Not Instructive

4) How would you rate your knowledge of how to recruit volunteers before the workshop?

7 6 5 4 3 2 1
 Highly Knowledgeable Knowledgeable Somewhat Knowledgeable Not Knowledgeable

5) How were the physical arrangements for the workshop?

6) The five steps in the Recruitment Process as outlined in the video are?

1) _____ 4) _____
 2) _____ 5) _____
 3) _____

7) Which parts of this workshop did you enjoy the most?

8) Which parts of this workshop did you enjoy the least?

9) If you were the workshop leader would you make any changes to the presentation before the next workshop?

YES _____ NO _____

If YES, what changes would you make?

10) What other comments do you want to make about this Recruitment Workshop or the video?

RECRUITING VOLUNTEERS:

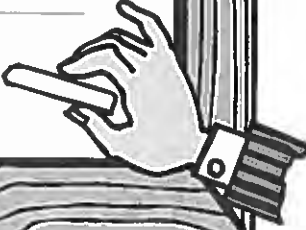
The Grizzly Creek Solution

WORKSHOP

Learn a five step targeted recruitment process that will help you identify potential volunteers, recruit them effectively and keep them longer. This experiential workshop uses a \$60,000 video and 'real life' exercises to translate theories into skills you will begin using the minute you get home.

WORKSHOP LOCATION:


DATE:



RECRUITING VOLUNTEERS:

The Grizzly Creek Solution

A HOW-TO WORKSHOP FOR RECRUITERS OF VOLUNTEERS



RECRUITING VOLUNTEERS WORKSHOP

Date _____




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The Grizzly Creek Solution

A HOW-TO WORKSHOP FOR RECRUITERS OF VOLUNTEERS



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Meet the folks from
Grizzly Creek



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The Grizzly Creek Solution

A HOW-TO WORKSHOP FOR RECRUITERS OF VOLUNTEERS

Have You Grizzly Creeked Yet?



RECRUITING VOLUNTEERS:

The Grizzly Creek Solution

A HOW-TO WORKSHOP FOR RECRUITERS OF VOLUNTEERS

- Experiential
- Video Based
- Take Home Materials
- Fun






THINGS TO DO:

- *Attend Grizzly Creek Workshop*