

A thorough “needs assessment” should precede any volunteer recruiting effort.

It's important to involve the entire staff, because individuals view their jobs differently, and each person may see different opportunities for the use of volunteers.

A needs assessment should ask:

- What do we need to accomplish?
- What's not getting done?
- What are activities we'd like to accomplish?
- What tasks could be accomplished using volunteer help?

1. Use a flip chart and divide a page into four columns labeled: Activities that Must Be Accomplished, Activities Not Being Accomplished, Activities We'd Like to Accomplish, and Activities that Volunteers Can Accomplish.
2. With your staff, make a list of activities that your office must accomplish (refer to the business plan, district long range plan, etc.). Write these activities in column 1: Activities that Must Be Accomplished.
3. After completing the first column, begin listing activities that aren't being accomplished. Write these activities in column 2: Activities Not Being Accomplished. Some of the activities listed in column 1 may also be included in this list.
4. Column 3 is your wish list. Write down activities that you and your staff would like to accomplish if you had ample time and staff. Write these activities in column 3: Activities We'd Like to Accomplish.
5. Now that you have completed the first three columns, you are ready to identify those tasks that a volunteer could do. Begin by reviewing column 1. Transfer any activity that you feel a volunteer could accomplish from column 1 to column 4: Activities that Volunteers Can Accomplish. Complete this same process for columns 2 and 3. You may want to break down larger jobs into specific tasks that volunteers can perform.

At this point, the assessment should have activities in all four columns. Prioritize the needs and focus on specific jobs and tasks to be performed. (This helps in recruiting and matching talent to task.)

If you think you may have trouble finding work space for volunteers, take the assessment process one more step and identify which tasks volunteers can do outside the office.



Example 1: Typical Field Office Needs Assessment

Activities That Must Be Accomplished	Activities Not Being Accomplished	Activities We'd Like to Accomplish	Activities That Volunteers Can Do
Typing Office Mailings Conservation Planning Field Surveying Construction Checks Status Reviews Newsletters Computer Entries Application Review Equipment Management Filing	Newsletters Computer Entry Equipment Mgmt. Filing	Fair Booths Tours/Field Days Conservation Educ. Displays Signs Demonstrations Workshops Schools Photography	Typing Mailings Newsletters Computer Entries Filing Fair Booths Conservation Educ. Signs Workshops

**You Can Start Your Needs Assessment
HERE!**

Activities That Must Be Accomplished	Activities Not Being Accomplished	Activities We'd Like to Accomplish	Activities That Volunteers Can Do
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