



Volunteer needs analysis

Project	Role	Skills	Where?	When?	Hours per week (av)	Report to?	Equipment	Other
	Stakeholder liaison	Confidently engaging with range of people	At home, in community	Jul to Jan	3	CC	Computer, car	



Community Planning Program Toolkit

Volunteer plan

Outcome	Action	Who	When	Resources
Recruitment ready	<ul style="list-style-type: none">- Write position descriptions- Determine where to advertise (vollie.com, Playgroup, local radio)- Team member to receive requests and interview- Induct volunteers	JH	July July Aug Sept	<ul style="list-style-type: none">- PD template- Register with Vollie.com, Speaker for radio- Interview template- Induction resources