ULSTER
Rugby

Club Together

Volunteer Recruitment Guide







This comprehensive guide outlines the process of recruiting volunteers for your club, from pre-recruitment planning to post-event follow-up. It covers essential steps such as mapping your needs, creating role descriptions, organising recruitment events, and ensuring proper induction and training. By following these guidelines, clubs can effectively attract, engage, and retain valuable volunteers to support their growth and activities.

1. Pre-recruitment Planning: Mapping Your Need

Before beginning the recruitment process, it's crucial to understand why you need to recruit volunteers. This step helps in identifying the specific roles and responsibilities required for your club's success.

New Volunteering Role

Is this a new volunteering role that has been identified? (with specific tasks/ responsibilities)

Filling a Vacancy

Is it a current volunteering role that needs to be filled because someone has left the role?

Role Division

Current role that needs to be split because it's too much for one person?

Club Growth

Need more volunteers because the club is growing?

Specific Skills

Need someone with specific skills, experience or knowledge?

2. Clearly Defined Role Description

Creating a clear and comprehensive role description is essential for attracting the right volunteers and setting expectations. Here are the key elements to include:

Key Tasks	Key tasks/responsibilities (no more than 5 key tasks for each role
Support	How will the volunteer be supported in their role? (and by whom)
Time Committment	Time commitment expected per week? (how much time will this role require - be realistic)
Club Offerings	What can the club offer volunteers? (kit/volunteer recognition/opportunities for personal development)
Time Period	Time period required for the role (e.g. 1 season or 3 seasons) Having this info will work as an exit strategy for the volunteer as well as a succession plan for the club
Ideal Candidate	What skills, experience, knowledge or temperament should the candidate have to be successful in this role?

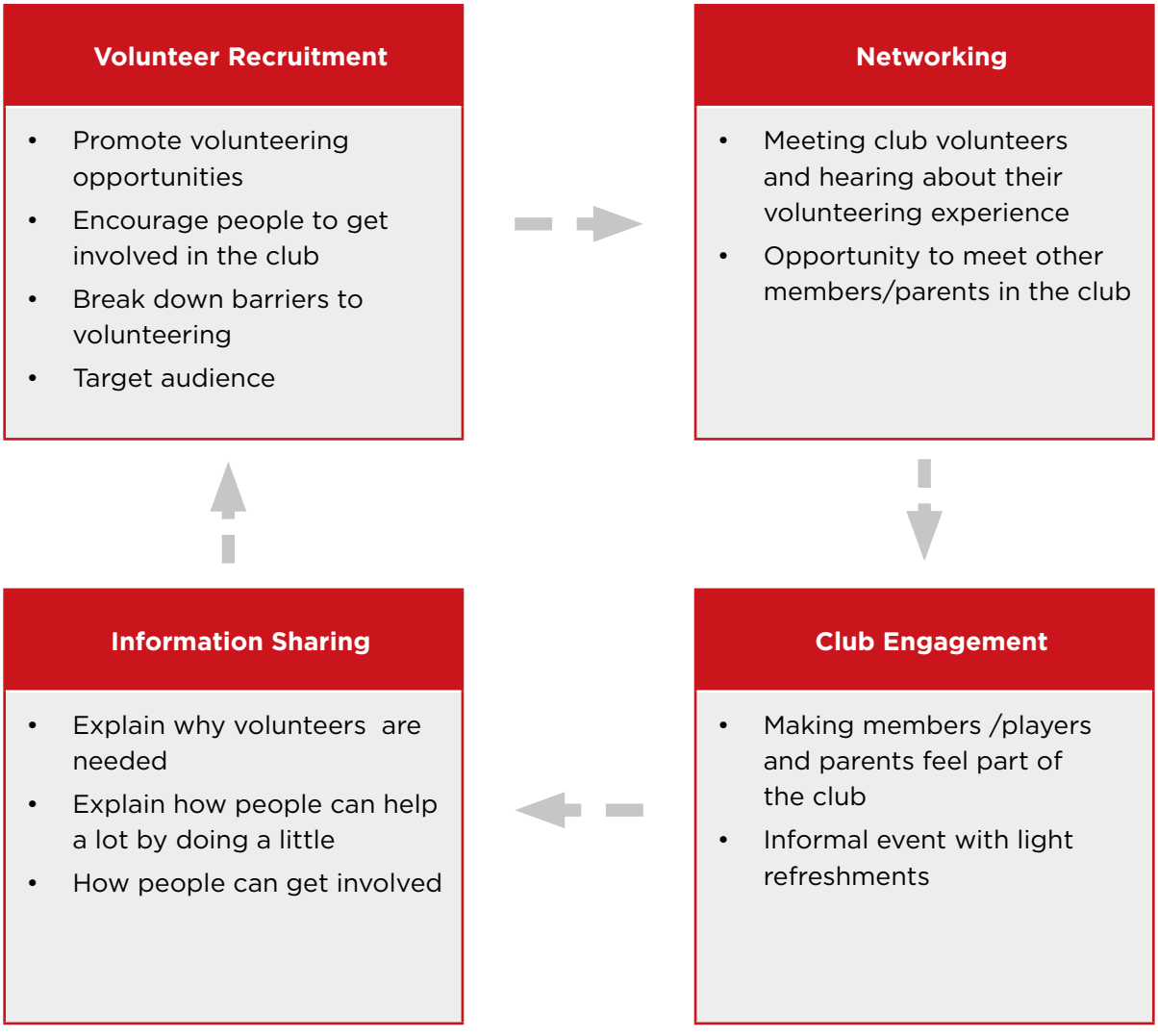
3. Updating Recruitment Documents

To ensure a smooth recruitment process, it's important to keep your recruitment documents up-to-date and relevant. Focus on the following areas:

Recruitment Policy	Application Form	Role Description
Update /review recruitment policy	Update application/ expression of interest forms	Create a clearly defined role description for each role

4. The Recruitment Event

Organising a successful recruitment event is crucial for attracting potential volunteers. Consider the following aspects when planning your event and think about the recruitment timeline/ event date / when should the volunteer/s be in the post.



5. Recruitment Event Logistics

Registration: Greet attendees, collect contact info (name, email, phone), and note their role interests. Use a sign-up sheet or tablet.



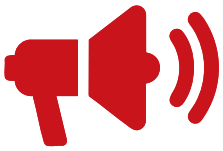
Informative Materials

Provide printed copies of role descriptions and application forms



Post-Event Engagement

Include follow-up info (online application form or next steps) and a QR code linking to the application



Highlight Club Offerings

Skill development, networking, community contribution and upcoming events

6. Post-event Follow-up

After the recruitment event, it's crucial to maintain momentum and engage with potential volunteers promptly. Follow these steps:



Immediate Follow-up

Follow up *'hot leads'*. Contact volunteers within the week of the recruitment event or inquiry.



Shortlisting

Give candidates an idea of when they will be notified about their application for the role (date for shortlisting / informal chat or induction date)



Engage Volunteers

Once you have recruited your volunteers, engage them in their new role as soon as possible (use them or lose them)

7. Onboarding New Volunteers

Once you've identified suitable volunteers, ensure a smooth onboarding process with these final steps:

Background Checks & Vetting

Vetting and background checks must be done before the volunteer takes up their role

Informal Chat

Explore the candidate's motivation for volunteering in the role / in your club

Training & Induction

Allow volunteers time to learn their role and meet other volunteers - agree a settling in period



ulster.rugby