

Recruiting & Mobilizing Volunteers

Basic Level – City Director

International Students, Inc.

Module Description and Purpose

Growth of your ministry will be exponential as you multiply yourself through the recruitment of volunteers. Skill is needed to recruit and retain quality volunteers. This module will help you do just that.

Delivery Method

This is done in the context of a team discussion with individual staff each recruiting a key volunteer or volunteers to help them. As City Director, you will lead a group process to determine the annual plan and how volunteers fit into the plan.

If you have questions regarding this module, please email your questions to ISI's [Training Department](#).

Assumptions

It is assumed that individuals beginning this module have already:

1. Completed the support development process and been assigned a ministry position.
2. Been assigned to work with a team and are coordinating with the other ISI staff members regarding recruiting and mobilizing volunteers.

Topics and Objectives

Module Overview – this module is divided into three (3) segments, or “units,” which include the following learning objectives and tasks:

- Evaluating current situation and planning for ministry year
- Recruiting and mobilizing key volunteers
- Maintaining volunteers

Materials Needed:

- This module

Unit One – Evaluating and Planning

As City Director, you will lead a planning session for your team. Unless you understand your current situation and where you are headed as a team, you will not know what your volunteer recruitment needs are. Volunteers are not “warm bodies” to bring onboard. They are key team members there to assist you in growing ministry to the next level. Some may become staff or Ministry Representatives as a result of their volunteer experience. The goal is to find leaders who will grow with the ministry. As part of your annual planning, discuss the following questions:

1. What percentage of students in our city are we reaching? With how many do we have meaningful relationships?
2. What are our current personnel needs?
3. What are we doing that is working well and yielding the most results?
4. What are we doing that is not working well?
5. What are the things we should keep doing, things we should add, and things we should cease doing?
6. What are the things that could be given to volunteers to do in order to free staff to do more evangelism and discipleship?
7. Given the current situation in the ministry, what roles would we like to fill with volunteers?
8. What are the best sources or places for recruiting these type of volunteers?
9. To whom in our ministry could we give more responsibility?

Unit Two – Recruiting and Mobilizing

Knowing your ministry needs and knowing the people you want to recruit are key elements to finding a quality long-term volunteer partner. Key elements of the process are as follows:

1. Write out a job description for the particular role you would like a volunteer to fill, along with the needed strengths and abilities necessary.
2. Brainstorm several people who seem to have the gifting and passion to lead this area of ministry and prioritize whom you will ask. The closer you get to recruiting to someone's passion, the more effective they will be and the easier to retain long term.
3. Determine who is best to recruit this person.
4. If you have not observed the individual in ministry, talk to people who have.
5. Meet with the potential volunteer. Share the job description, importance of this need/role, and why you believe he/she has the gifts/passion and are a good fit for this responsibility.

6. If they are not already involved with ISI, ask them to observe an upcoming event (e.g. ICF, banquet, conversational English, ministry trip, etc.) and to pray about their decision.
7. Meet again at a designated time. If they are favorable, be ready with an initial training plan and steps for getting involved.
8. Meet on a regular basis to encourage, assist, train, and answer the volunteer's questions. As trust is built, delegate more responsibility to him/her.

Role Play: In pairs, role play the process outlined above.

Each staff person should recruit at least one volunteer to assist in their ministry.

Unit Three – Maintaining Volunteers

It's easier to retain a good volunteer than to recruit and train a new one! Work hard to grow volunteers into greater responsibility. Nurture your volunteers. As a team, do the following:

1. Write a training plan for key volunteers – what does each particular volunteer need to see or do to be better prepared for his/her role?
2. Determine who will mentor and connect regularly with this volunteer.
3. As appropriate, include volunteers in your planning.
4. Schedule times of appreciation for your volunteers, both individual acts of appreciation and corporate events such as an appreciation dinner, dessert, concert, etc.
5. Be sure to show your volunteers the results of their ministry and what they contribute to your team.