



## VOLUNTEER PLACEMENT TOOL

### Purpose

The Volunteer Placement Tool was created to help your chapter build a strong AVC and maximize the time and talents of its members. This resource will help you:

- Articulate the time commitment required and skill sets suggested to hold each position on the AVC to potential volunteers;
- Educate potential volunteers on the key stakeholders they will interact with in each role;
- Place new volunteers in a role that leverages their experience and passions;
- Ensure new and current volunteers are filling a role that benefits themselves and the chapter.

This resource lists each role on the AVC, including all mentor committee positions, and provides a snapshot of that role.

### Best Practices

When recruiting new volunteers, use this resource to:

- Educate potential volunteers on the numerous ways to be engaged;
- Inform them of the different time commitments required for each volunteer position;
- Determine if they are best suited as a corporation officer, or on the mentoring committee;
- Ensure them that there is a place and a role for them somewhere within the AVC.

Once they have committed to volunteering and you have determined their passions:

- Locate each of the volunteer positions they might be interested in on the left hand side and walk through each section of the grid;
- If needed, explain the reasoning for each of the categories (i.e. Proximity, Years out of school, etc.);
- Ensure they are comfortable with time commitments suggested and populations they will interact with;
- Determine which volunteer role is best for this person.

At the beginning of each academic year, high performing AVCs use this tool to do an internal review of each AVC officer and mentor committee member to ensure that they are still in the “correct” role for that year. Remember, if you are trying to match “People and Passions – not Positions” then it is likely members of the mentor committee will change positions in the committee from year to year.

