



## 2018 WORKSHOP ACTIVITY SHEET

1. List up to 10 volunteer job titles at your market

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2. Write a description for each of the job positions

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3. Make a list of all the possible places from which you could recruit and how you will reach potential recruits.

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4. Make a volunteer selection plan. Consider how you will:

- Articulate the needs of the program
- Understand the needs and interests of your volunteers
- Discuss the duties and responsibilities of the position
- Make the appropriate choices of volunteer

5. Sketch out a general volunteer orientation guide. It may include:

- market operations (hours, general rules, etc.)
- the leadership of the market & who their supervisor will be
- the mission or goal of the market and how their job will further the mission.
- a job description & how it affects market operations

6. How will you train your volunteer? (one-on-one or small group discussions, provide written materials, or having a new volunteer "shadow" an experienced person?)

7. Sketch out a management plan. Who is the main point person who will oversee the volunteer's work? If there is a problem with performance, how will you address that?

8. How will you let your volunteers know they are appreciated?

9. Sketch out an evaluation tool. What will be the main points?