



[Volunteer Jackson Hole](#) was established to promote volunteerism in Jackson Hole. Promoting volunteerism includes creating a positive experience for volunteers, so they will be excited to volunteer with your organization in the future. Here are a few tips:

Be Ready

Ensure that your volunteer will have all supplies and a clean workspace before they arrive. Have work ready for them when they arrive, they do not want to stand around.

Make volunteers feel welcome

While most volunteers are excited to get started, they also want to feel welcome. Offer a tour of the office or work area; offer coffee and make water available and do not forget to let them know how excited you are that they are here to volunteer.

Introduce volunteers to other staff members

Part of feeling comfortable in a new place means knowing a few names. Casually introduce your volunteers to co-workers and other volunteers before engaging them in their volunteer opportunity.

Set expectations

Be clear with your volunteers about what is expected of them. Tell them what you need accomplished and act as a resource should they have questions or concerns.

Train

Remember, they found you and want to contribute their time to your organization. Make sure they have the tools necessary to succeed.

Give them a purpose

Be realistic when assigning tasks to volunteers. No one wants to stand around because there isn't enough work to be done. If it looks like volunteers are idle, either send a few home or think of a new project they can work on instead.

Be honest

Don't be afraid to tell your volunteers exactly what your organization needs.

Create ground rules

Volunteers need to adhere to general organizational policies. Relate any important rules or guidelines before your volunteers get started.

Set time parameters for service

Most people have a busy schedule and volunteers are no exception. Let your volunteers know how long their help will be needed so they can plan their day accordingly.



Show appreciation

Congratulate your volunteers on a job well done. Sometimes a simple gesture of thanks is sufficient. For volunteers who contribute their time consistently or have made a strong impact on your organization, consider giving them a card or small token of your appreciation.