



ASSESSMENT OF VOLUNTEER PROGRAM

Administration Input

It is important in designing a staff training program in volunteer management that we have your perspective, commitment, and thoughts to guide us. I look forward to discussing these questions with you at a convenient time or, if you prefer, you can answer the questions in writing prior to our meeting. Thank you for your leadership in ensuring high quality services to our clientele through our staff/volunteer teams.

Question	Agree	Disagree
1. When hiring staff, consideration is given to their experience, motivation and skills in working with volunteers.		
2. The role of staff in supervising volunteers is clearly defined in our organization.		
3. Staff are evaluated as to their work with volunteers in the organization.		
4. Staff are rewarded for excellence in working with volunteers.		
5. Volunteer management training for staff is important in enhancing and utilizing volunteers more effectively.		
6. Our orientation to new staff includes information and expectations about our volunteer program.		
7. We believe it is important to train staff, board, and lead volunteers to be better equipped to work with volunteers.		
8. The Board of Directors are given adequate orientation and updates on the volunteer program of our organization.		
9. Support and realistic expectations for staff training in working with volunteers is carefully considered. (e.g., resources such as books and tapes on volunteer management, access to staff for training, time for volunteer manager to prepare and deliver the training).		