

# RECRUITING VOLUNTEERS

**Volunteers are not only crucial to the daily operation of your club or fishery but are essential in being able to hold events, ensuring that the day runs smoothly. How you recruit volunteers to help will be based on your budget, resources and the role or skills set of the volunteer required. Below are some suggestions of what to think about when selecting event volunteers.**

## Where?

Your target audience would logically start with your club / fishery membership; but it is important to consider looking beyond into the local community which will bring obvious benefits such as expanding membership and increasing diversity.

- Obvious places will be online via your own or other websites and social media sites. (see page 11 Volunteering Best Practice Guide)
- Local press or radio stations are often interested in doing a feature about local organisations, particularly where they are engaging with the local community.
- Local Voluntary Councils - can be an extremely useful source of information as well as helping to promote your event.

## How?

Create a short, simple eye-catching advert that explains what your club/fishery is looking for and what a volunteer can expect. An example follows:

*"Fancy a fun and free day at your local angling club?"*

*We would love you to come and help at one of our family open days - a great way to make friends and spend a few hours out in the fresh air. Lunch and refreshments provided, and if you want to you can even get try fishing for free! - see our website / Facebook page for details or contact ABC Club, John Smith, tel..."*

Consider setting up a separate, online registration process which could streamline the process and put all volunteer contact information in one place, making future communications easy.

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## Who?

Start by thinking about the areas for which volunteers could help and how many people you need for each role, including extras where possible to allow for no shows. Write a list of essentials but keep it short so that it can be flexible.

What skills and qualities would your volunteer ideally have? Be upfront about any physical requirements, such as lifting or standing for long periods. If you are keen to welcome volunteers with disabilities, then you may need to be flexible about the role so that you don't prohibit their inclusion.

If you are looking for some short-term help, have a clear description of the task - an application form or formal interview may not be necessary. Set up a simple survey to make sure they meet basic qualifications, ask about their interests, and find out how much time they can commit. It is very helpful to know why a person is volunteering as this will help you give the right tasks to the right people. No volunteer wants to show up not knowing what they will be doing, and if given a role that plays to their individual strengths will make them look forward to volunteering and continue to show up.

A simple but effective application process will also help to ensure you attract the right people, particularly if you are looking for a regular volunteer, and might include the following:

- A clear role description - does the volunteer need a DBS check? **(see page 6 of Volunteering Best Practice Guide)**
- A simple application form including contact details of at least one referee. **(see page 12 of Volunteering Best Practice Guide)**

The interview process should not be too formal (but it is good practice to keep a written record) and would include:

- Why are they interested in volunteering with your club/fishery, e.g. work experience, social?
- What skills and experiences do they want to share?

## Training

Once you have your volunteers in place, you will naturally want to get them helping quickly so their training and induction needs to be proportionate to the contribution they will be making.

You may simply want to introduce the volunteer to the person they will be working with directly and have an induction/role checklist to ensure they understand what is expected. It is advisable that reference is made to any relevant codes of conduct which may include dressing appropriately, being respectful to other volunteers and attendees, and how to report problems or safety hazards. These aspects are commonly addressed in a Volunteers Agreement which helps to avoid any legal pitfalls caused by accidentally treating volunteers like employees. **(see page 3 and 4 of Volunteering Best Practice Guide).**

Prior to the event, to avoid any confusion or stress on the day, make sure volunteers have all the information they need e.g. what to wear, what to bring, where to meet, what time and who to report to on the day.

**You may find it useful to download a full copy of the Volunteering Best Practice Guide from the Angling Trust website:**  
[www.anglingtrust.net/VolunteerGuide](http://www.anglingtrust.net/VolunteerGuide)