

SKILLSBASED VOLUNTEERS

Is Your Organization Ready?

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What does a SkillsBased Volunteer Opportunity look like?

It is an opportunity to use the professional or specialized skills of volunteers to build organizational strength and increase nonprofit capacity.

What are some of the Benefits of having the assistance of a SkillsBased Volunteer?

- Access to needed management skills/expertise
- Another perspective on strategic issues
- Can resolve organizational issues that are beyond the scope of existing staff
- Volunteers can become great ambassadors

What does a SkillsBased Volunteer Look Like?

- All our volunteers are Skilled!
- Volunteers with Special Skills
- Any Volunteer with a Skill that matches your Agencies needs
- Pro Bono worker

What motivates/characterizes a SkillsBased Volunteer?

- **Retired Boomers who are**
 - Seeking to make a difference
 - Want to further a favorite cause
 - Want to stay active in a field
 - Have a finite time they wish to commit
 - Enjoy sharing their area of expertise
- **People between jobs who:**
 - Are looking for a job
 - Want to keep their skills sharp
 - Want to stay off the couch
 - Want to make a difference
 - Have a finite amount of time to commit
 - Want to network

What does a non-profit Agency look like that is ready to utilize a SkillsBased Volunteer?

- It has a strong Mission and focused Purpose
- It has strong management and governance
- It has effective programs and staff
- It has Healthy and Stable finances
- It has a Clear and Compelling Need for Assistance
- It has a willingness to allow a SkillsBased Volunteer to take ownership of a project
- It has a history of successfully working with volunteers

What are some of the Challenges posed by Non-profit Agencies to using SkillsBased Volunteers?

- They do not always have the conceptual understanding of how to match people with substantive volunteer roles**
- Often not prepared to assess their own readiness to utilize SkillsBased Volunteers**
- Lacking in clear agreements or contracts with volunteers**
- Reluctant to give authority or ownership to an unproven or unknown volunteer**
- Staff concerned over job loss or replacement**

What are some of the Professional Skills SkillsBased Volunteers bring to a Non-profit?

- Accounting & Financial
- Planning & Organizational Development
- Technology
- Human Resources
- Program Development & Evaluation
- Facilities Management
- Fund Raising
- Event Management

What Role does the Volunteer Center Play?

- We are the MatchMaker, the HeadHunter!
- We work with the Agency to develop the Project Concept
- We screen potential volunteers to ensure they match the Non-Profit and the Project

Once the Match is Made.....

- **Define the Scope of Work:**
 - What problem/challenge is to be resolved?
- **What is the Deliverable? What will the final product look like?**
- **Establish a Time Line**
- **Determine what Resources are needed and how they will be supplied**
- **Agree on who has accountability for different aspects of the Project**
- **Establish Metrics for Evaluating the Final Product and the Volunteer Experience**

While the Project is underway....

- **The SkillsBased Volunteer must provide regular updates to the appointed contact at the Non-Profit and...**
- **The Non-Profit must ensure good communication links are maintained**
- **Both Volunteer and the Non-Profit will alert each other if any situations change**
- **The Volunteer Center will monitor project progress and request updates from the Volunteer**

When the Project is completed...

- The SkillsBased Volunteer provides the Non-Profit with the Completed Project
- The Non-Profit provides an assessment (based on the metrics) of the success of the project and the volunteer
- The Volunteer Center conducts an exit interview with the Volunteer
- The Volunteer Center conducts a survey with the Non-Profit

Everyone Celebrates the Successful Conclusion of the Project

Some SkillsBased Volunteer Case Studies...

- IT Tech support and innovation for computer project which was part of a museum exhibit**
- Financial overview of non-profit accounting and reporting procedures**
- Facility Management for a non-profit moving into a new warehouse/store**
- Organizational Development facilitation to enable a non-profit to make informed decisions on new direction**

If you think your Non-Profit is ready for a SkillsBased Volunteer...

Contact the Volunteer Center of Sonoma County

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