

Checklist for Determining Volunteer-Staff Climate

Instructions: Review each of the statements listed below and mark those that you think accurately reflect the climate in your organization. When you finish, review the list. If only a few boxes are checked, you have some work to do to develop a healthy volunteer program.

- My agency is stable, healthy, and free of conflict and survival tension.
- Top management has issued a clear, specific, forceful policy statement, assigning high priority to involving volunteers in the agency.
- Roles of staff and volunteers are clearly defined and distinguished, both generally and in terms of specific tasks.
- Most volunteer job descriptions are based on staff work assistance needs; information about these needs is provided by staff members themselves.
- We have a wide variety of volunteer jobs and roles from which staff may select those they are most comfortable with.
- Our goals for increased participation of volunteers are realistic.
- A significant, well-planned part of volunteer training emphasizes sensitivity and sympathy to staff problems.
- Volunteers are rewarded and recognized only in conjunction with their staff supervisor.
- Staff receptivity to volunteers is carefully diagnosed; volunteers work primarily with receptive staff.
- We have a system of concrete, specific rewards for staff and volunteers who work productively with one another.
- Receptivity to and experience with volunteers are two of the criteria actively used in recruiting and selecting new staff.
- We have a well-planned program for orienting and training staff to work with volunteers.

This checklist is adapted from the Volunteer Staff Relations Diagnosis form in *Winning with Staff: A New Look at Staff Support for Volunteers* by Ivan Scheier, 1978.