

This checklist is designed to be used by members of the Disaster Volunteer Management Team (DVMT) tasked with the recruitment and placement of disaster volunteers.

Time frame	Task	Assigned to	Done
Recruitment	Assess the chapters need for volunteer involvement. Utilize the Volunteer Administration Manual: https://crossnet.redcross.org/manuals/vam.pdf Section 2, Page 16		
	Assess the chapters current structure for disaster volunteers. Utilize the Disaster Disaster Plan, the current Disaster Action Team (DAT) structure, the current leadership structure and the Office of Volunteers or the Chapter Volunteer Coordinator.		
	Determine the chapters disaster volunteer shortfalls.		
	Review and update, if necessary, the disaster volunteer Job Descriptions. Utilize the Volunteer Administration Manual: https://crossnet.redcross.org/manuals/vam.pdf , Section 6, Page 29		
	In conjunction with the Office of Volunteers, post unfilled positions on the Chapters website, Volunteer Match, and with any other recruiting systems or tools the chapter uses.		
	Determine with the Office of Volunteers who will receive the volunteer applications.		
	Once you have received the volunteer application, you must contact the potential volunteer within 3 days of receipt.		
Interviewing And Placement	Schedule interviews with potential volunteers. Utilize the Volunteer Administration Manual: https://crossnet.redcross.org/manuals/vam.pdf , Section 8, Page 39		
	Match volunteers skills and abilities with open positions.		
	Place, or assign, volunteer to an open position.		
	Volunteer placement is not just the responsibility of the VRM. It requires the collaborative efforts of all staff that have a stake in the effective involvement of the new volunteer. Again, depending upon how your unit defines placement and where it occurs in your unit's process, consider these collaborative steps when placing a new volunteer: <ul style="list-style-type: none"> • Talk to the department supervisor about the applicant's qualifications and make sure the position is still available. • Mail a letter of appointment and job description to the volunteer along with the orientation and training schedules. • Set up the orientation and training dates with the volunteer. • Have someone meet the volunteer on their first day and escort them to their new department to meet the supervisor and to tour the department. 		
When all are in agreement about a volunteer's placement, the unit should send a letter of appointment to the new volunteer and include a copy of the position description as well as contact information for the department in which the new volunteer has been placed. This letter should outline the agreement between the Red Cross and the Volunteer and clearly define the commitments of all parties. <p>Elements of an appointment letter should include:</p> <ul style="list-style-type: none"> • Warm welcome and appreciation for the gifts of time and skill the new volunteer brings • Information about the assignment. • Details about orientation and training schedules. • Details about the dress requirements and/or identification requirements. • Pertinent logistical information (reporting time and place, parking, access to building, etc). 			