

This tool is designed to assist the DVMT members who are responsible for Retention and Career Development for disaster volunteers.

Time Frame	Task	Assigned to	Done
Planning and Career Development	Review the Volunteer Administration Manual, Sections 15 and 16. <a href="https://crossnet.redcross.org/manuals/vam.pdf">https://crossnet.redcross.org/manuals/vam.pdf</a>		
	Review the DSHR files for chapter members, including Training History, Job History and previous Performance Evaluations <a href="https://crossnet.redcross.org/chapters/services/disasters/dshr/activity_require_resources_combined.pdf">https://crossnet.redcross.org/chapters/services/disasters/dshr/activity_require_resources_combined.pdf</a>		
	Schedule meetings with volunteers: <ul style="list-style-type: none"> <li>• Review file with volunteer</li> <li>• Determine the volunteers desired career path</li> <li>• Determine what training may be needed</li> <li>• Determine what chapter or operational experience may be needed</li> <li>• Develop a plan for the volunteer to be successful in career path</li> <li>• If the volunteer has not chosen a particular career path (or Group/Activity), review the staffing shortfalls in the most recent CDRA to help guide the member to fill the chapters need</li> </ul> <a href="https://crossnet.redcross.org/chapters/services/disasters/dshr/dshr_grp_activity_chart.pdf">https://crossnet.redcross.org/chapters/services/disasters/dshr/dshr_grp_activity_chart.pdf</a>		
	Discuss developmental plans with chapter leadership for the particular Group/Activity in which the volunteer is interested <ul style="list-style-type: none"> <li>• Discuss previous Performance Evaluations and Job History</li> <li>• Discuss any challenges the leader may have observed</li> <li>• Allow the leader to "own" the development of the volunteer</li> </ul>		
	Assist the leader with scheduling shadowing or mentoring opportunities with the volunteer		
	Advise members of available training (general & activity specific)		
	Advise members of available operational opportunities		
	Keep in touch with members using them in on-going chapter program, leadership roles, etc.		
	Assist member with application for promotion to Manager or Administrator as applicable		
	Update DSHR system and volunteer records as needed with current Group/Activity/Position		
Retention	Maintain contact with current volunteers via e-mail, telephone, written communication, or regularly scheduled meetings		
	Assist members with keeping abreast of most current guidance		
	Assist with the on-going, purposeful recognition of volunteers <a href="https://crossnet.redcross.org/manuals/vam.pdf">https://crossnet.redcross.org/manuals/vam.pdf</a> ; Section 15		