

When developing new skilled volunteer positions, it's important to be intentional and think about what the organization and the volunteer need. Use the spaces below to brainstorm before creating a new volunteer position.

<b>Putting people first</b> <i>What ways can your organization put the volunteer first? What would a mutually beneficial, meaningful volunteer opportunity look like in your organization?</i>	<b>Know your organization</b> <i>Why does your organization need these volunteer positions, specifically? How are they furthering your mission, goals, and strategic directions?</i>	<b>Know your people</b> <i>Who in your community could fill these roles? Do you have current volunteers who are well-suited to a new position? Do you have interested community-members?</i>

### Action Plan

*Now that you've done a bit of thinking about your new volunteer positions, what are your next steps? Some recommended next steps are included in gray below, but you can add and change this plan according to the needs of your organization.*

1. Start creating a volunteer position using VA's Volunteer Position Template
2. Assess any associated risks using VA's Risk Assessment Matrix
3. Advertise the position through your local volunteer centre, or Volunteer Connector
4. Have potential interested applicants fill out the Window of Work worksheet
5. Arrange interviews with interested applicants

To access any of the resources referred to in gray, visit <https://volunteeralberta.ab.ca/for-organizations/resources/> and search key terms.