

Criteria for Developing a Volunteer Job	Yes	No
1. Is there meaningful work for volunteers to do? (Consider its significance to the agency and how to explain the need for the job to potential volunteers.)	<input type="checkbox"/>	<input type="checkbox"/>
2. Is it cost-effective to use volunteers? (Consider the time, energy, and funding required for recruitment, orientation, and training.)	<input type="checkbox"/>	<input type="checkbox"/>
3. Is a support framework in place for a volunteer program, including: <ul style="list-style-type: none"> • A Volunteer Program Coordinator? • Volunteer policies? • Volunteer workspace and other resources? • Insurance covering volunteers and protecting the agency/jurisdiction from liability? 	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
4. How will paid staff interact with volunteers? (Consider experience and receptiveness, as well as role and responsibility definitions for staff and volunteers.)	<input type="checkbox"/>	<input type="checkbox"/>
5. Has the agency/jurisdiction developed clear policies and procedures for volunteer management?	<input type="checkbox"/>	<input type="checkbox"/>