Recruitment planning

template

How to use this template

Using a template such as this to plan your recruitment activities can help to focus your energies. Once you have an idea of how many volunteers you need and the roles you want to fill, you can start to think about how to achieve your goals. It’s also a useful reminder that different roles require different skills and can be recruited in different ways.

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| **Role to be filled** | **How many volunteers do we need for this role?** | **What skills are needed to do this role well?** | **What methods will we use to recruit volunteers for this role?** | **Where and when will we market/advertise this role or event?** | **Which resources will help us recruit for this role?** |
| *Unit helper* | *1-2 people* | *Friendly, creative, good at time-keeping, organised, open to learning new things, likes working with 7-10 year olds* | *Parents/carers share ads from online design centre on social media, stall at local Asda, give all Brownies 2 posters to put up somewhere in local community* | *Local Facebook pages/groups (especially if parents are admins), any noticeboards etc in churches/parks/halls, ask Asda community champion staff to advertise in the store* | *Free recruitment posters and postcards from Girlguiding Scotland shop, social media ads from the Online Design Centre, a pop up banner in the new branding* |
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