



Discover Jobs for Volunteers

Recruitment and job placement for Earth Team Volunteers requires special planning. The first step is to conduct a thorough needs assessment.

It is recommended the entire staff be involved with this evaluation process. Each employee has a unique view of their own job, the day-to-day operations, the needs of the office, as well as ideas of what opportunities to offer and make available for volunteers.

A needs assessment should ask:

- What do we need to accomplish?

- What's not getting done?
- What would we like to accomplish?
- What tasks could be accomplished using volunteer help?

Assessment Meeting

You and the employees on your staff should hold the meeting in a conference room with flip-charts or a laptop computer with a projector, so each item suggested can be viewed and discussed. The following questions can be asked.

What do we need to accomplish?

Make a list of activities that your office must accomplish (refer to the business plan, district long range plan, etc.)

What's not getting done?

List the activities and tasks that are not being accomplished.

What would we like to accomplish?

Write down activities that you and your staff would like to accomplish if you had more time and assistance.

What tasks could be accomplished using volunteer help?

Write down the tasks from the first three questions that a volunteer could do.

You may also want to break down larger jobs into specific tasks that volunteers can perform.

Keep in mind the priorities, needs of the office, project

deadlines and workload volume when listing the tasks.

When developing the task list, refer to the example chart below for guidance. Review answers to the first three questions in order to determine what tasks a volunteer could accomplish.

Stay focused on specific jobs for each volunteer assignment. This will help during the recruiting process and the matching of talent to task.

Are there Space Problems?

If you think there will be trouble finding space for the volunteers,

you can take the assessment process a step further and identify which tasks volunteers can do outside of the office.

Volunteer Requirements

Earth Team Volunteers are an integral part of the conservation partnership.

Anyone 14 years or older can be an Earth Team Volunteer. Volunteers can work part-time or full-time, work as an individual or part of a group.

More Information

For more information about the Earth Team Volunteer Program, please visit the NRCS website at: www.nrcs.usda.gov

You can also visit your area or state Volunteer Coordinator, or contact:

National Earth Team office at:

USDA-NRCS
4407 121st Street
Urbandale, IA 50323

Email:

Michele.Brown@ia.usda.gov
Bonnie.Allely@ia.usda.gov

Phone:

1-888-526-3227 or
515-270-4864

Example Field Office Needs Assessment

MUST ACCOMPLISH	NOT ACCOMPLISHED	WISH LIST	VOLUNTEER TASK LIST
Typing	Newsletters	Fair Booths	Typing
Office Mailings	Computer Entries	Tours/Field Days	Office Mailings
Conservation Planning	Equipment Management	Conservation	Newsletters
Field Surveying	Filing	Displays	Computer Entries
Construction Checks		Signs	Filing
Status Reviews		Demonstrations	Fair Booths
Newsletters		Workshops	Conservation
Computer Entries		Schools	Signs
Application Review		Photography	Workshops
Equipment Management			
Filing			