



Tips for SHIP Volunteer Recruiters

To build your capacity to talk about SHIP volunteer positions, take time to read the volunteer position descriptions and understand the scope of responsibilities for the specialized volunteer, counselor, educator, administrator, and marketer roles.

Talk with veteran volunteers and program managers about their perspectives on volunteering with SHIP. Observe volunteers in action during counseling sessions and community presentations. Learn as much as you can about what they do, and what their work means to your community.

Develop a recruitment plan. Working with your SHIP Regional Coordinator, identify businesses, organizations, faith communities, and individuals who can help reach and identify prospective volunteers. Prioritize your contacts, set a schedule, and agree upon who will take responsibility for follow up.

Invite other volunteers to help you. Appoint them as “deputies,” and ask them to promote SHIP volunteer opportunities at community events and in counseling sessions. Think in terms of a “recruiting team.” You don’t have to do it alone!

Use a recruitment system:

- Carry your recruiter’s tool kit (and a pen) with you wherever you go.
- Have brochures and other promotional pieces ready for distribution.
- Give each volunteer candidate literature about SHIP to read at home, including the Top Five Reasons to Volunteer for SHIP and descriptions of SCREAM team volunteer positions.
- Write down contact information in a recruitment log or notebook.
- Close the loop with prospective volunteers by following up with a phone call within one week of meeting them.
- Connect prospective volunteers with veteran volunteers who can talk enthusiastically about what they do and why they do it.

Make it as easy as possible for prospective volunteers to apply for positions with SHIP. Provide stamped, self-addressed envelopes to return completed applications, and be prepared to accept applications by fax.

**For more information about Alabama SHIP:
1-800-AGE-LINE • www.AlabamaAgeline.gov**

Developed by the Alabama SHIP and the Health Assistance Partnership