



Volunteer Recruitment & Coordination



OSC Volunteers

Recruitment

- KOB created a volunteer management guide to help you with recruiting and coordinating volunteers.
- This guide can be found on [KOB's website](#) under General Event Resources – How to Recruit Volunteers.



VOLUNTEER MANAGEMENT GUIDE

TIPS TO RECRUIT & COORDINATE VOLUNTEERS FOR YOUR OMAHA
SPRING CLEANUP SITE

RECRUITING VOLUNTEERS

In order to recruit volunteers for your Omaha Cleanup site, you typically have to go beyond simply asking for assistance at your neighborhood association meeting. Here are a few tips for finding the right group of volunteers to assist with your cleanup:

HIGH SCHOOLS

Many students have required volunteer hours or are looking for service-learning opportunities.

RELIGIOUS INSTITUTIONS

Youth groups often have required volunteer hours. Check to see if they could publish your need for help in their newsletter.

NEXTDOOR & SOCIAL MEDIA

Post in the NextDoor app and on your neighborhood association's social media platform. Ask neighborhood members to share the social media post to their own pages.

LOCAL BUSINESSES

Many local businesses want to get their employees involved in community service, and it could be a great promotional/outreach opportunity for them to connect with local neighbors.

COMMUNITY FLIER

Hang a flier asking for volunteers in your neighborhood library, community center, coffee shops, and gyms.

ONLINE VOLUNTEER PLATFORMS

You can post an ad for volunteers on sites such as SHARE Omaha and VolunteerMatch.

Volunteer Management



OSC Volunteers

Recruitment Options:

- Follow up directly with past volunteers
- Neighborhood meetings/newsletter
- NextDoor app
- Social media posts
- Online volunteer platforms (e.g. Share Omaha, Volunteer Match)
- High schools
- Religious institutions
- Local businesses
- Community flier (at Neighborhood Library, community center, coffee shops)



OSC Volunteers

Volunteer Roles

Greeter (1-2 recommended)

- Greets cars as they arrive
- Hands out brochures or directions to special collection sites
- Hands out address forms if residents have special items (tires, appliances)

Traffic Control (2-3 recommended)

- Directs traffic for smooth movement through the site

Line Manager (1-2 as needed)

- Updates residents on wait time, confirms cars do not have prohibited items (yardwaste, business waste, concrete, etc.)

Extra Help (3-4 recommended)

- Helps with recycling and reclamation efforts, provides breaks, etc.



OSC Volunteers

Communicating & Scheduling

- **Before Your Event**
 - Provide primary point of contact information to each volunteer
 - Provide instructions on arrival time, what to wear, what to bring, where to park/meet, etc.
 - Communicate early and often
- **Shifts**
 - Tell volunteers how long you expect them to stay for their shift
 - We recommend arranging for 2 shifts of volunteers, with the option of signing up for both shifts
 - Arrange the shifts to overlap
- **Extra Volunteers**
 - Plan for an extra 3 - 4 people to help out at your event as floaters
- **Breaks**
 - Have a plan for how breaks will take place during the day so that everyone gets a little down time
- **Sign-in**
 - Have a sign in sheet to capture important information
- **Arrive Early**
 - Have volunteers arrive at least 30 - 60 minutes before you site is set to open for the day



OSC Volunteers

Volunteer Safety

- Residents are expected to unload their own materials
- Set up a safe check-in site, equipped with water, shade, and chairs to take a break, let volunteers know where the nearest available bathrooms are located
- Provide volunteers with a safety vest
- Set up a safe environment for volunteers and visitors

Resources on KOB Website



Q WHO WE ARE • WHAT WE DO • GET INVOLVED • RESOURCES • NEWS & PHOTOS



www.keepomahabeautiful.org/Omaha-cleanup/coordinator.html



Omaha Spring Cleanup

Questions & Answers

Visit: www.keepomahabeautiful.org/Omaha-cleanup/coordinator.html

- If your question/answer not listed, please submit via the form on the website
- Be sure to check out the other slides in the Kickoff Series to learn more about:
 - Event logistics + site coordination
 - Promotional materials
 - Recycling & reuse options



Omaha Spring Cleanup

Litter Cleanup & KOB Supplies

- If your association is interested in conducting a litter cleanup on the same day or weekend of your spring cleanup, supplies are available
- Please complete a request through our [Volunteer Request Form](#) at least two weeks in advance of your cleanup
- KOB can provide you with litter collection tools, bags, gloves, and other needed supplies



Thank you!