

**Volunteer Recruitment & Coordination** 



### Recruitment

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



### **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



## Recruitment Options:

- Follow up directly with <u>past</u> 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)



### **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.



## Communicating & Scheduling

### Before Your Event

- o 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
- o We recommend arranging for 2 shifts of volunteers, with the option of signing up for both shifts
- Arrange the shifts to overlap

#### Extra Volunteers

o Plan for an extra 3 - 4 people to help out at your event as floaters

#### Breaks

o 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

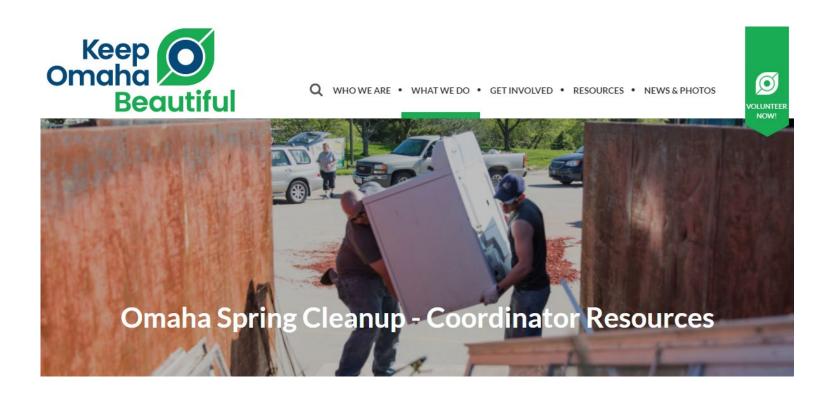
o Have volunteers arrive at least 30 - 60 minutes before you site is set to open for the day



## 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



www.keepomahabeautiful.org/Omahacleanup/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
  Earn 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!