



# VOLUNTEER MANAGEMENT GUIDE

TIPS TO RECRUIT & COORDINATE VOLUNTEERS FOR YOUR OMAHA FALL 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 organization meeting. Here are a few tips for finding the right group of volunteers to assist with your cleanup:

### HIGH SCHOOLS & COLLEGES

Reach out to nearby schools and colleges to find out if there are groups looking for service hours, such as fraternities, sports teams, green teams, or leadership groups.

### RELIGIOUS INSTITUTIONS

Reach out to local religious institutions to invite their members to join your community event. Many youth groups may be looking for service hours. Check to see if you could publish your need for help in their newsletter.

### LOCAL BUSINESSES

Some businesses provide their employees with paid volunteer time. Check whether any of your organization's members have this benefit at their place of employment and could promote this opportunity.

### COMMUNITY FLIER

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

Still struggling to find volunteers? Send your volunteer recruitment flier, sign-up links, or main contact to [HelloKOB@cityofomaha.org](mailto:HelloKOB@cityofomaha.org) and Keep Omaha Beautiful will promote your volunteer opportunity on their [Event Volunteer](#) page.

## SUGGESTED VOLUNTEER ROLES



**GREETER:** Place a volunteer in charge of greeting cars as they arrive to ensure they don't have any prohibited items. This person will also hand out brochures and distribute appliance, tire, and yardwaste site info sheets as necessary.



**EXTRA HELP:** Additional volunteers can assist with any extra recycling and reclamation efforts, as well as provide breaks for other volunteers as needed.



**TRAFFIC CONTROL:** Depending on the size and layout of your site, you will need at least 2 (possibly more) volunteers to direct traffic in and out of the site.



**LINE MANAGER:** If you have a long line of vehicles, designate a volunteer to walk the line to clarify the estimated wait time and also confirm if they have prohibited items or will need to take tire, appliance, or yardwaste to a designated site.

## SCHEDULING VOLUNTEERS

Create a schedule for your volunteers to ensure that you have enough help on the day of your event. This is also a great way to set expectations ahead of time so that everyone is on the same page.

**SHIFTS:** Communicate to your 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 in order for the second group of volunteers to work alongside the first group.

**EXTRA VOLUNTEERS:** Plan for an extra 3-4 people to help out at your event. If you end up sending someone home early it will be much better than wishing you had more help. It is inevitable that a volunteer or two will not show up on the day of your event, and these extra helpers will help you make sure you are fully staffed for the day.

**BREAKS:** Have a plan for how breaks will take place during the day so that everyone gets a little down time.

## PROVIDE A POSITIVE VOLUNTEER EXPERIENCE

You want to ensure your volunteers have a good experience so they'll do a great job and want to volunteer again next year. Follow the steps below to provide an optimal experience:

**BE CLEAR:** Clearly communicate with volunteers prior to your OFC date.

- Ensure the volunteer has a primary point of contact to reach out to with questions or concerns.
- Provide volunteers with instructions on when to arrive, what to wear, what to bring, where to park, and where to meet.
- Communicate early and often with volunteers before the day of, emailing updates and reminders in the weeks leading up to your event.

**CREATE A SAFE SITE:** Be conscious of the safety of your volunteers. Set up a safe check-in site, equipped with snacks, water, shade, and chairs to take a break.

- Provide volunteers with a safety vest.
- Residents must unload their own materials.

**SIGN-IN:** Make sure you have a sign-in sheet where you can capture important information for volunteers.

- This is especially important for following up afterwards to say thank you and ask them to help again next year.

**ARRIVE EARLY:** Have volunteers arrive at least 30 - 60 minutes before your site is set to open for the day.

- Give yourself enough time before your event starts to communicate expectations to them.
- Let volunteers know where the nearest public bathrooms are if you don't have one onsite.