

Next steps for the volunteer program at The Center for Wooden Boats

| Issue | Steps to be taken | Notes |
|-----------------------------------|--|---|
| Communications | <ol style="list-style-type: none"> 1. Better & more timely communications to volunteers 2. Volgistics allows volunteers to <ol style="list-style-type: none"> a. set email preferences b. update contact & personal information | <p>Requires continual work on the part of staff, particularly those overseeing either the volunteer program, or volunteers in specific areas.</p> |
| Hours tracking | <ol style="list-style-type: none"> 3. Integration of Volgistics volunteer management program (post-Festival) <ol style="list-style-type: none"> a. Allows volunteers to <ol style="list-style-type: none"> i. Log hours at CWB or online ii. View hours totals iii. Enter livery use hours iv. Self schedule for events b. Allows CWB to <ol style="list-style-type: none"> i. use more accurate accounting of volunteer hours for grants ii. have a better idea of how many active volunteers we have | <p>Volunteer management program called Volgistics, which has capabilities for hours logging, volunteer scheduling, email and tracking volunteers' progress from prospective to applicant to active volunteer. Volgistics can also be used to track number of hours volunteered, send emails to volunteers, and generate reports.</p> <p>Volgistics is an online system, and can be accessed by volunteers from any internet-connected computer,</p> |
| Learning opportunities | <ol style="list-style-type: none"> 4. Work with Eldon & Edel to determine system of hours traded for SailNOW or skills workshops 5. Better communications to make volunteers aware of opportunities | <p>A portion of CWB skills workshops are cancelled for lack of students. If we can provide a number of student slots to volunteers who have volunteered more than X hours in the last Y years, or for cost of materials, the volunteers will have greater fulfillment and less classes will be cancelled.</p> |
| Post-orientation follow-up | <ol style="list-style-type: none"> 6. Better communications to make new volunteers aware of volunteer opportunities, CWB events, etc 7. Volgistics allows <ol style="list-style-type: none"> a. volunteers to indicate assignment preference b. CWB to see who has reported volunteer hours, or not reported volunteer hours c. CWB to track whether those who attend orientation become active volunteers | <p>A better system of communications, as well as a revamping of the volunteer application system, may help us move more potential volunteers past the initial application phase; however we must still mindful that there will always be a certain rate of dropout, and with Volgistics we will be better able to track activity and not send emails to inactive volunteers.</p> |