

SEATTLE WORKS: VOLUNTEER CALENDAR

HINTS AND TIPS



Seattle Works
HANDS ON NETWORK

Here are some helpful tips to entice volunteers to help out with your opportunity! If you have any questions, please email cassie@seattleworks.org.

Think of a snazzy title!

- NO! "Help pull blackberries at the community forest"
- YES! "Help us reclaim community trails and nurture native plants"

Keep volunteer postings to 4 hours or less

- NO! "8am-8pm, 4 hour shifts"
- YES! "8am- 12pm, 12pm-4pm, 4pm-8pm"

Festivals and Big Events- Choose one or two specific projects or jobs you'd like to post.

- Focus on jobs that are a group of people together and that are helpful but not essential if volunteers don't show up. (We hope this never happens...but it does.) If you have more than one job, you can either fill out multiple forms, or be specific in the description about each job, time frame and number of people you need.
 - NO! "We need volunteers to do everything from pick up trash to paint faces! Email us for more info"
 - YES! "Join us for event set up from 8am-12pm!"

Events that need a billion volunteers

- We generally try to post for groups starting around 10. We're happy to add additional spots up to a billion as the spots fill up, but we find people are more willing to sign up as the first of 10, than the first of 40. Psychology!

How will I know when volunteers sign up?

- After you've submitted your opportunity in the Partner Portal you'll receive a link once I've approved the opportunity. You can share this link with your networks any way you like!
- You will automatically get email notifications when a volunteer signs up. You can also sign into the Partner Portal at any time to view sign-ups for your opportunities. It will say "9 spots left" for example, and you'll know if you asked for 10 volunteers, that you have one signed up already! Yay!
- You are encouraged to send a welcome email to volunteers, which you can do directly from the Partner Portal.
- If you need help troubleshooting, just email me at cassie@seattleworks.org.

Galas and runs

- Unfortunately, we do not post volunteer opportunities for runs or gala fundraising events. Over the years we have found that sometimes our volunteers don't show up (it happens) and this is ok if it's a gardening project, but if you are depending on people to marshal a race, or welcome donors, it can be disastrous.
- We DO post opportunities for set-up and clean up for galas and events.

Disclaimer

Our goal is to make it easy for people to sign up for volunteer opportunities, and to connect organizations with people who want to volunteer. However, we cannot guarantee that people will sign up for your event, or that the people who sign up will show up. We try our best to get the word out and encourage people to be reliable, but, well, sometimes life happens.