

Volunteer Leader Needs Assessment Worksheet

Developing a volunteer leadership framework begins by identifying your program needs. As you define your volunteer engagement goals and objectives, consider your current program, how you want to expand your work, and how you can utilize volunteers in leadership positions. Take a few minutes to think about these questions:

What are the goals of our organization/program?

Are we able to meet these goals with our current staff capacity? Why or why not?

How do we want to expand the work we do currently?

What types of volunteer projects do we want to undertake?

How can volunteer leaders help us enhance our current work, take on new projects, and accomplish our goals?

What specific needs do we have that volunteer leaders can fulfill?

It is important to define clear goals and objectives for your volunteer leadership program. Equally important, your organization must have the capacity (i.e., supervision, space) to support volunteer leaders. Conducting a needs analysis will help you determine where leaders can be used productively.

Organizational Need	Tasks	Support Needed

Once you have identified your major needs, answer these questions. Explain the reasoning behind your responses as much as possible. Is the need genuine or contrived?

Can we give the volunteer leader ownership of the project?

Can we provide the essential support?

Will the benefits be worth the work of training and supporting the volunteer leader?

Would a volunteer want to perform the task(s)?
