

PLANNING FOR SUCCESS

VOLUNTEERS & THEIR SKILL SETS



A **Future** FOR
THE **Sport**

VOLUNTEERS & SKILL SETS

Volunteers of your local association will function at different levels. Some show up more frequently than others; some are more committed than others; and some have other things going on in their lives that will take priority over the organization now and again.

We can use all these types of members, as well as members with many different types of skills. It also shows that your association is organized and the type of place where people want to contribute their time. This gives your association a good way to think even more clearly about how many volunteers you need and what you need them for. As your association begins its search for new volunteers, a job description for each position you are recruiting should be in place and include the following:

Volunteer job description

- Title
- Rationale/Purpose
- Nature of work/Responsibilities
- Qualifications
- Time requirement
- Proposed starting date (and, if applicable, end date)
- Boundaries: Authority invested in position, reporting relationships/oversight
- Benefits

Keep in mind, when you begin writing your job descriptions, not all of them need as much detail as others. That is the responsibility of the association or committee to determine before your search begins. As a guide, here are some definitions and/or short job descriptions of positions your association may be considering for their committee or volunteer positions.

1. Media - Creating new ideas and campaigns, branding and promotions for the association on different sites, measuring the effectiveness of the ideas through different media tools, and answer directly to social media inquiries, while using the association's voice, goals and objectives.
2. League Bowler - an individual that is currently participating in a certified league that has a desire to help out the local bowling community.
3. Proprietor - one who currently owns/manages a bowling center within the local association's jurisdiction.
4. Pro Shop Operator - one who currently owns a pro shop or an individual that acts on behalf of the local pro shop within the association's jurisdiction.
5. Coach - a currently USBC certified coach, who helps out local members with their bowling game, helps out at a youth league and/or offers up clinics and/or les-

sons on a regular basis. One who is currently active as a high school and/or collegiate bowling coach.

6. League Coordinator-coordinates and manages the leagues in a local bowling center
7. League Secretary- currently serving in the capacity as the financial officer (treasurer) of the league funds, scores and averages.
8. Youth Leader- young person currently active in at least one certified youth league who is interested in doing work for their local youth and/or adult bowling community. May also be interested in learning more about association operations.
9. Marketing and communications- Creates and delivers emails, direct mail, brochures, newsletters, and other publications for the local association and throughout the bowling and larger community. One who promotes tournaments, programs, projects and events the local association is hosting.
10. Financial resource (ex. Audit, accountant)- Summarizes current financial status by collecting information; preparing balance sheets, profit and loss statements, and other reports as required by law to support and help balance the local association financials.
11. Tournament Director- one who runs local tournaments in the area to help support the local association's goals and objectives.
12. Volunteer Coordinator- one who recruits volunteers, communicates with all association committees and committee chairs to find out what needs to be done and how much volunteer time is needed to do it. Educates the board on the roles and responsibilities of volunteers, interviews and screens potential volunteers, and takes charge of volunteer orientation and training.
13. Lane Inspector- uses a variety of tools and instruments to perform a physical inspection of the lanes and their adjacent components such as the channels, channel depths, pin spots, and pin deck. Also helps complete taping of lane conditioner as required and also at other times when it may be necessary.

Volunteer screening process

There are several ways to screen volunteers. How your association chooses to screen your volunteers is dependent on what the volunteer will be doing, how much responsibility he/she will have, and the timeframe for which the volunteer will be working. Some of the most common screening tools include:

- Letter of reference
- A written volunteer application
- An interview with the local association AM and/or President and others
- Written essay questions. These can be a part of the



written application or offered up individually. Some of the typical examples may include: "Why do you want to volunteer for XYZ association?" and "What skill set do you bring to the table and how can you help the association meet their goals and objectives?"

- RVP Program- did they pass?
- Contract, agreement, signature of commitment

As you can see there are many tools to use and it is the responsibility of the association leadership, committees, etc., to determine exactly how they would like to screen their volunteers. Keep in mind the process can be as short or rigorous as you want to make it. It is important to remember, when looking for volunteers, "quality" is always better than "quantity". Five good volunteers is always better than ten unmotivated ones. It's a matter of what the association "needs" to determine who best fits the demands of the organization.