



AFS Volunteer Life Cycle

Ideas for a Volunteer Development Plan

1. Recruitment	2. Registration and integration	3. Assessment, support and training	4. Recognition and retention	5. Succession planning
<ul style="list-style-type: none"> • Volunteer profile: who should volunteer for AFS (skills, interests, age) • Know where the organization wants to go • Roles/jobs description • Events, re-connection events and contact with returnees, host and natural families • Code of ethics/behaviors • Organizational structure ready • Attractive package: why volunteering for AFS • Networking with NGOs • Recruitment plan (where to recruit, targets) • Prepare the organization to receive volunteers – inclusiveness culture • Manage expectations: what people want vs. what AFS offers • Promotional Kit • Follow-up with IT tools • Use ICL to promote AFS • Re-orientation + family orientation to recruit 	<ul style="list-style-type: none"> • Integration (social and technical) • Registration form • Develop inclusiveness culture • Role and task assignment • Basic info about AFS (rights and duties) • Official recognition for new volunteers (pin, t-shirt, etc) • Show caring for new volunteers • Know their interests and needs • Easy access to resources • Welcome kit • Monitoring the integration • Start documenting volunteers history • Having a mentor to help with integration and accountability • Induction training (AFS 101) 	<ul style="list-style-type: none"> • Needs analysis • Training plan • Face-to-face training, e-learning, chats, phone calls. • Manuals • Competencies we want to develop • Assessing volunteers • Career path • Coaching volunteers • Feedback culture • Assessing volunteer satisfaction • Assigning a coach/mentor to support volunteers • Training for Trainers and Pool of Trainers • Realistic assessment o job difficulties (scale for the difficulty of jobs/tasks) • Supporting volunteers vs. supporting structures 	<ul style="list-style-type: none"> • Career Path – growth opportunities • Evaluations • Newsletters • Certificates • Fun events • Recognition plan • Yearbook (collection of good moments) • Being a member of a successful organization, with social validation • Strong brand • Promote ICL Content • Feedback culture • Support to local chapter and volunteers (animatore?) • Specific trainings to match personal needs. 	<ul style="list-style-type: none"> • Re-potting (new challenges) • Knowledge transfer and easy access to information • Keeping databases • Volunteer turn over • Annual stock taking • Structure that considers succession • To document volunteers history • <i>Retiring</i> plan