ATDps Volunteer Recruiting Flowchart 2021

First Contact

Potential volunteer connects with ATDps board member and/or volunteer.

Board member and/ or volunteer connects potential volunteer with New Volunteer Recruiter.

Potential volunteer connects with New Volunteer Reruiter.

New Volunteer Recruiter updates Excel sheet of potential volunteers and notifies President, Director of Membership, and Ambassador Manager.

New Volunteer Recruiter contacts potential new volunteer(s) within 72 hours.

New Volunteer Recruiter has an informal conversation with potential volunteer about benefits of volunteering, strengths/ weaknesses, interests, and membership requirement for volunteering.

Potential volunteer connected with Executive Committee for special projects.

Second Contact

New Volunteer Recruiter connects potential volunteer with Director and/or Manager they will report to.

Manager/Director will conduct formal interview.

Director/Manager makes final recommendation for volunteer role and notifies potential new volunteer(s) with updates. Potential volunteer fills out an application.

Potential volunteer referred to Executive Committee if the position is not a fit based on the formal interview and application to determine where the potential volunteer is best fit.

Final Contact

Director/Manager notifies the board. Board confirms ATDps membership.

Board members vote on decision if the position is a Manager or Director role.

Vote passed?

Yes

New Volunteer recruiter will close the recruitment process with including onboarding materials, slack channels, and Director/Manager's information.

No

Potential volunteer referred to Executive Committee to see where their skillsets could benefit the chapter.