

Volunteer Teambuilding Checklist

Consider these tactics to build and nurture a sense of community among volunteers and staff. Add your current practices or note ideas to enhance your community-building efforts.

COMMUNICATE EFFECTIVELY

- Provide a designated contact person
- Share general information with all volunteers. Access to information is key to ensuring that all volunteers feel informed and valued

CREATE AND REINFORCE A TEAM IDENTITY

- Formalize entry into the community through orientations, welcome emails, or other initiation rituals (e.g., list new volunteers in the community e-newsletter or website, assign volunteers an organizational email address, share a CEO welcome video)
- Visually indicate who is a member of the volunteer community (e.g., badges, uniforms, credentials)
- Create and share “insider” resources (e.g., e-newsletters, member-only social media page, discounts to programs, invitation to all-staff meetings)
- Track and communicate volunteer impacts
- Capture and celebrate stories that reinforce the team identity (e.g., impact data, photos of volunteer activities, testimonials from staff partners, other volunteers, and clients)

BUILD RELATIONSHIPS

- Provide opportunities to convene and get to know one another (e.g., informal group lunches or brown bag breakfasts with structured activities to get to know one another)
- Create study groups, book groups, or other peer groups to share experiences and learn together
- Build small but meaningful rituals in virtual team meetings (e.g., check-ins, wrap-up activities)
- Invite volunteers to department meetings
- Assign new volunteers a buddy or mentor from among the more experienced volunteers to provide support and connection
- Schedule one-on-one time with volunteers

OFFER A PATH FOR GROWTH

- Develop a leadership ladder; clearly communicate requirements and eligibility to move up
- Provide training and opportunities for growth
