

## 99 VOLUNTEER ROLES (you might not have thought of yet)

1. Review, refresh or redesign your branding.
2. 'Mystery-Shop' your organisation to see how easy it is for a potential donor to make a gift.
3. Design and implement a crowdfunding campaign.
4. Write articles for your blog or newsletter.
5. Research existing articles that could be used in your blog or newsletter.
6. Research like-minded websites where you could post relevant articles or information.
7. List your programmes or services on relevant websites.
8. Gather stories from clients, service users, volunteers and supporters.
9. Gather one-line testimonials from clients, service users and volunteers.
10. Proof-read your newsletter.
11. Regularly proof-read your website, fix links and remove anything that is out-of-date.
12. Take photographs of your programmes in action.
13. Photograph key team members so headshots can be included on your website.
14. Design a cover photo for your Facebook page.
15. Manage your Facebook page.
16. Submit bite-sized posts for your Facebook page one day each week or month.
17. Set up a Linked In Profile for each of your key staff and trustees.
18. Create a display kit for your organisation to use when you are attending an expo or event.
19. Create displays in shop windows to promote your cause.
20. Design a brochure outlining your services.
21. Distribute brochures to libraries, health centres and other public places.
22. Deliver relevant flyers to letterboxes.
23. Design an info-graphic explaining key metrics and statistics for your organisation.
24. Design some inspirational posters highlighting success stories from within your organisation.
25. Design surveys or evaluation tools for your programmes.
26. Analyse survey findings and prepare a report.
27. Make a feedback board to hang in the reception area of your centre.
28. Review your constitution and recommend changes that are out-of-date.
29. Write or update your policies manual.
30. Write or update your procedures manual.
31. Provide baking for Board meetings.
32. Create an Emergency Plan should your organisation be affected by a natural disaster.
33. Check and re-stock your first aid kit on a regular basis.
34. Carry out a Health and Safety audit.
35. Design a research project relevant to your cause and the community you serve.
36. Research and book speaking opportunities to promote your cause.
37. Talk at local service clubs on behalf of your organisation.
38. Write speeches for other people to present at relevant events.
39. Create PowerPoint slides for your public presentations.
40. Create short video clips for your website or social media channels.
41. Make handmade cards to thank donors, volunteers and supporters.
42. Design and compile a Welcome Kit for volunteers.
43. Design and compile an Induction Kit for trustees.
44. Design a T-Shirt your organisation could sell as a fundraiser.
45. Research relevant merchandise your organisation could sell as a fundraiser.
46. Write or record the history of your organisation.
47. Write and send regular press releases.
48. Scour news sources for stories and articles relevant to your cause and organisation.
49. Write letters to the editor of your local newspaper about relevant hot topics.
50. Research relevant funding opportunities.

51. Approach businesses for donations of spot prizes.
52. Distribute donation boxes to local businesses who are willing to have one on their counter.
53. Discuss payroll giving options with local business owners.
54. Make presentations to staff or social clubs about payroll giving, peer-to-peer fundraising or team volunteering.
55. Pick and arrange a fresh bunch of flowers for your centre every week.
56. Organise morning tea for your programmes on a roster basis.
57. Clean and maintain your programme equipment.
58. Catalogue all your equipment and resources.
59. Provide peer mentoring for specific staff members or volunteers.
60. Act as an official buddy for new volunteers.
61. Train staff or volunteers on specific topics.
62. Check, clean and update your supporters' database.
63. Analyse your supporter's database for demographic trends.
64. Research relevant software options to support your organisations operation.
65. Be on-call to solve IT issues.
66. Organise a thank you event for supporters.
67. Provide transport for programme participants.
68. Maintain your organisations vehicles.
69. Maintain your organisations building, office or garden.
70. Research, compare and negotiate best rates for regular purchases such as power, telephone and insurance.
71. Research, discuss and establish a buying group with other organisations for bulk discounts.
72. Give staff and volunteers a shoulder massage once a month.
73. Develop a rewards and recognition programme for staff and volunteers.
74. Make a birthday calendar so that every team member can be celebrated on their special day.
75. Plan activities for Volunteer Awareness Week.
76. Prepare your annual accounts.
77. Compile your annual report.
78. Research case studies from organisations similar to your own.
79. Prepare baking or lunches for volunteers at events.
80. Provide childcare for other volunteers so they can get involved.
81. Research legislation relevant to your organisation or cause.
82. Make submissions to government or local government on issues that affect your organisation.
83. Attend submissions hearings for moral support.
84. Make and maintain hanging flower baskets for your entrance way.
85. Undertake a skills audit of your current staff, trustees and volunteers.
86. Research, develop and maintain a system for measuring how many volunteer hours are contributed to your organisation.
87. Make follow-up phone calls to volunteers after an event.
88. Make follow-up phone calls to participants after an event.
89. Carry out reference checks for new volunteers.
90. Be a part of an interview panel for new staff, volunteers or trustees.
91. Give your office or centre a spring clean and facelift.
92. Give your centre gardens a makeover.
93. Research non-profit blogs and Facebook pages that would be useful for staff and volunteers to follow.
94. Be a part of a focus group or advisory Board for a specific issue or event.
95. Attend networking events on behalf of your organisation.
96. Host networking events on behalf of your organisation.
97. Design a workplace wellness programme for your staff and volunteers.
98. Facilitate a weekly yoga class for your team.
99. Help you brainstorm potential volunteer roles.