Purpose:

- manage volunteer availability
- manage volunteer activity lists for events
- manage volunteer profiles
- track the progress of volunteer checks e.g. Criminal Records Bureau (CRB) checks using Workflow
- assign skills
- create positions and jobs
- search, match and assign jobs with required skill sets
- communicate with volunteers
- store hours worked records for awards & recognition

volunteer co-ordination

thankQ's **Volunteer** module enables you to manage and update details of your volunteers - from their specific skills, police and working with children check status and qualifications to their availability.

The module also enables you to manage the amount of time that volunteers spend and the activities undertaken to help your organisation. These details can then be reported out for analysis.

Communicating with your volunteers is simple through the integrated communications module. Write a letter, send an email, call or SMS your volunteers – logging of all communication for easy retrieval. Notifying each volunteer of successful applications is simplified.

volunteer availability , assignment and time slots list

The **Volunteer** module works hand in hand with the **Events** module so that you can set up a schedule of volunteer activities for each event. Volunteers can then be assigned to each role.

Managing lists of volunteers with similar skills and/or availability enables your organisation to easily manage and contact volunteers for specific requirements - from event staff to administrative workers. Associated reports can be produced to show how many roles have been filled or remain unfilled.

volunteer checks

The **Volunteer** module enables you to track the progress of working with children and police record checks for your volunteers. This ensures that you have a documented audit trail for all of your volunteer checks.

volunteer recognition

The simple tracking of hours worked gives the organisation and their management the capability to recognise and reward their volunteers. Setup of an awards and recognition scheme allows you to personaly thank those volunteers and creates a structure of purpose for all.

volunteer website enhancement

When managing volunteers, consider expanding using thankQ eVolunteer – an online website for volunteer engagement. See thankQ eVolunteer brochure for details of volunteer self management, looking up of schedules, adding skills and availabilities and more.