



# Volunteer Administrator Checklist with Individual Volunteer

Research has indicated that if volunteer administrators understand and have these four competencies—Program Planning and Organization; Staffing and Directing; Controlling and Maintenance; and Agency, Community and Professional Relations—they will be able to work more effectively with volunteers. Clearly defined expectations are important to a volunteer’s success. This checklist will help the volunteer administrator connect the four competencies with the individual expectations of volunteers.

**Volunteer’s name:** \_\_\_\_\_

**Type of volunteer:** (circle one)

- Leadership Advisory Board
- Program Area Committee/Youth Board
- Association/Chapter
- Master Volunteer
- Random Volunteer
- Youth Volunteer

**What is the volunteer’s role?** \_\_\_\_\_

Questions	Yes	No
<b>Program Planning and Organization</b> Can this volunteer clearly define the mission and vision of Texas Extension?		
<b>Staffing and Directing</b> Does this volunteer understand the position description?		
<b>Staffing and Directing</b> Does the job assignment require screening to satisfy the Youth Protection Standards?		
<b>Staffing and Directing</b> Has this volunteer been adequately trained to carry out the volunteer assignment?		
<b>Staffing and Directing</b> Is there proper supervision to meet this volunteer’s needs?		
<b>Controlling</b> Is there an evaluation process in place to measure the effect of this volunteer?		
<b>Controlling</b> Is this volunteer aware of the evaluation process?		
<b>Agency, Community and Professional Relations</b> Does this volunteer have the necessary skills to solve problems when conflict arises.		
<b>Agency, Community and Professional Relations</b> Does this volunteer demonstrate effective Interpersonal skills?		
<b>Agency, Community and Professional Relations</b> Does this volunteer have the skills to offer feedback to other volunteers?		

These questions are designed to help the volunteer administrator think through the four competencies with each individual volunteer so that the volunteer has a solid foundation for his or her work on behalf of Texas Extension.