



# Virtual Volunteer Role Assessment

Before developing any new volunteer role, use these questions to assess whether the role is **strategic**, **attractive**, and **viable**. This form is designed to guide conversations between volunteer engagement leaders and staff partners who are requesting new volunteer positions to ensure that departments have capacity to sufficiently support volunteers in the proposed role, particularly if the role is to be considered a remote or virtual role.

If you cannot answer any of these questions satisfactorily, your organization may not be ready to implement the position as a virtual role.

1. What is the difference that this volunteer role will make?
2. What tasks would an individual in this role do?
3. Would a volunteer find this work meaningful? Would a volunteer find this work enjoyable?
4. How would this role help your department achieve its priority goals?
5. When does the work have to be completed? (Not just the deadline by which the work should be completed, but does the work need to happen during traditional work hours, or can it be done during evenings or weekends?)
6. Can the work be completed offsite (and is so, where)?
7. What resources would be needed for the volunteer to complete this work remotely? (Consider technology, access to information or data, equipment, transportation, funds, etc.)
8. What skills would the volunteer need to be successful? (Consider not only skills related to the volunteer tasks, but also the communications and/or technology skills to do the work remotely.)
9. Are there additional or different security measures to mitigate risks of completing the work offsite?
10. Does the organization have the resources and training capacity to equip the volunteer for success?
11. Is there an employee or volunteer leader who has capacity to train and support volunteers in this role?