

**To:** Dr. Elizabeth Monske  
**From:** Don Bickley  
**Subject:** Tasks Analysis for Project Main Street  
**Date:** October 23, 2007

The purpose of this memo is to explain the procedures for creating the Volunteer Responsibilities and Procedures as well as the importance of this information.

**Description of the Procedure:**

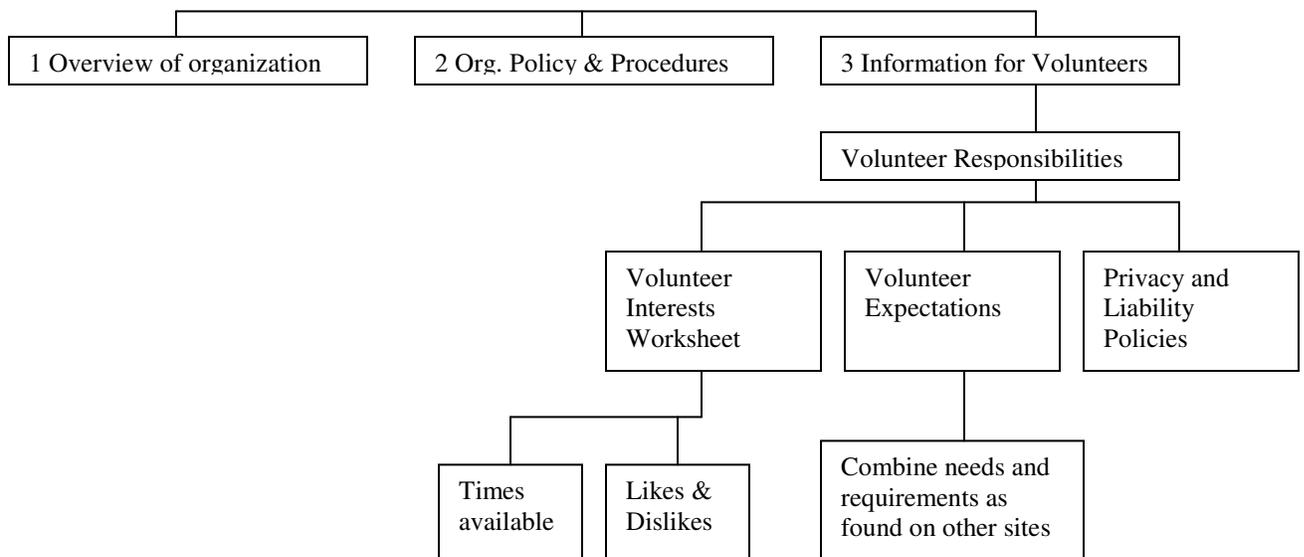
The audience needs to understand that, as volunteers, there is a great need for their service and that volunteering does not mean that they have no say in the tasks that will be assigned to them. It is important for the volunteer to address their likes and dislikes not only to benefit the volunteer in terms of productivity, but also the Main Street Program in terms of getting bodies to carry out tasks. The audience will be able to see what skills are most in need by each of the four organizations.

**Analysis:**

1. The tasks that are typically completed vary and cannot be determined ahead of time. As such, this is why the ability for the volunteer to specify what they can and cannot do is crucial in order to determine who can be selected to accomplish. I will gather information to present to the potential volunteer in regards to what the Main Street Program is looking for and why. I will browse several websites to get a sense of how other nonprofit organizations have their volunteer requirements spelled out. I will then meet with the Main Street Program to ensure that all of the requirements and expectations of the volunteer will be presented up front. These qualifications will contain a mix of specific and ambiguous talents whereas the expectations will be very specific.
2. The most critical task is gathering and determining the qualifications volunteers should possess. Because of the dynamic nature of what the volunteer may need to do, I must design a template for the volunteer to fill out to best determine their wants and needs as they will mesh with the Main Street Program's wants and needs. I must index the qualifications and interests of the volunteer with the potential needs and circumstances that they will be presented with.
3. As I gather information, I will have to make sure that the websites I visit are competent with dealing with their own volunteers. I will visit the sites of the Salvation Army and Peace Core and compare how their volunteer requirements are both similar and different to help gauge how I should structure the Main Street Program volunteer guidelines.
4. I will have to perform these tasks as often as necessary in order to make the list of volunteer qualifications and expectations deemed "complete" by the Program Director. The volunteer will need to fill out the Interests Worksheet only once, filing a new one only if their interests, contact information, or availability change.
5. In order for the volunteer to complete the task, the Program Director or Committee Chair will need to supply the volunteer with information specific to the task that will need to be done. The Main Street Program can use the Interests Worksheet to determine which volunteers to contact.

6. Once the volunteer qualifications and expectations documentation is complete, both Main Street Program officials and volunteers will understand the goals and limits placed on each other.
7. It will be assumed that the volunteer will want to work based on their Interests Worksheet and will do what is needed in order to get the task done. They are expected to show up on time and to be presentable as a representative of themselves and the community. Motivation is key.
8. The Program Director allocates set funds for each committee based on grants received. Those committees use their funds in order to carry out their own goal. In order to accomplish those goals, volunteers may be needed and recruited to help accomplish a project a committee is working on.

**Flowchart:**



**Conclusion:**

The volunteer expectations and needs will provide critical information to the Main Street Program and help them gauge the interests and needs of the volunteer. Volunteers will understand and appreciate their own freedom with being able to decide what they will and will not work on, making them more likely to show up for tasks that will fit their interests.