

Stewardship Volunteer Recruitment, Placement and Tracking 2022

How does Stewardship recruit volunteers?

- The Stewardship website on the city's web page has a list of upcoming events and details
- The City Calendar features each event and links to a separate webpage with details
- Individual events are posted to volunteer recruitment websites, including:
 - SOLVE
 - JustServe
 - Volunteer Match
 - Intertwine Alliance
 - HandsOn Greater Portland
 - NextDoor
- Print and digital promotions are created for Lake Oswego Review, HelloLO and LODown
- Marketing via email to schools, churches, youth groups, clubs, neighborhood associations, sports teams, and other groups. Emails sent to active volunteers
- Outreach through visibility at the Farmer's Market and the summer concert series
- Fliers are posted featuring one or multiple volunteer opportunities in community venues

What does the intake of Stewardship volunteers look like?

- Stewardship volunteers can either:
 - Reach out to Stewardship via email or phone
 - Simply show up to a Stewardship work event
- If volunteers reach out, Stewardship will help find a work party for them to join, or explore creating an event specific to a large volunteer group's needs
- Volunteers must fill out and sign the Lake Oswego Parks Stewardship Volunteer Waiver. They can either download the form online and bring it with them, or fill it out on site
- Volunteers must sign in on the sign-in sheet, providing contact information for future volunteer events and opportunities

How are Stewardship volunteers distributed or placed with Friends Groups for Parks Staff?

- Volunteers typically attend work parties they have seen advertised online or in print. A volunteer calls looking for direction, Stewardship works to ascertain their area of interest, location, group size, and ability and either:
 - Directs them toward an established work party event
 - Works with Parks to create a work party that fits the needs and abilities of the group
- Volunteer placement is supervised by Stewardship leader (Parks Manager.)
- At each volunteer event, volunteers are instructed and supervised by the Friends Group lead and/or on-site Parks staff in how to perform volunteer duties.
- Other volunteer options are Farmers Markets, Metro Trail Count, Concerts, etc.

How are Stewardship volunteer hours tracked?

- Friends Group leads and Parks ensure volunteers sign in during the work parties and events using volunteer sign-in sheets or ask if they signed the online form

- Using the volunteer sign-in sheets and online form, Stewardship counts the volunteers and hours worked
- Numbers are tracked by event date and park location in the Volunteer Stewardship Tracking excel spreadsheet
- Hours also tracked for:
 - Friends Group board members' planning and meeting hours
 - Friends Group leader Quarterly Forum meetings with Parks
 - The Annual Volunteer Appreciation BBQ, which is also a Quarterly Forum meeting