

Subject: [MARKETING] Volunteer Supers - December Update

From: Volunteer Services <hport@metrolibrary.org>

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The Right Tools for the Right Job - do volunteers have them?



"The right tool for the right job" has been an ad slogan used by True Temper since at least 1907. This may not have been the first use of the saying, but it did help popularize it in America. This popular saying still holds true today in the volunteer arena. How can we ensure that each volunteer has the materials and equipment he or she needs to complete assigned tasks?

The best way to ensure all equipment is ready for a volunteer is to actually complete the task once yourself before the volunteer is scheduled to arrive. You can then gather any missing items, plus you'll have a finished sample to share! If this task is repetitive you may want to make a list of

the supplies needed, and keep it with the project. This way if another staff member is training a volunteer, the guesswork will be removed!

The right tool for the right job -- simple enough, but still important to consider after 100 years!

ACTION ITEM - [VOLUNTEER SUPERVISOR MEASURING STICK!](#)

To help me determine how we're doing in Volunteer Services, by December 21, 2012 please [click](#) on this [link](#) and complete the [survey](#) for those who supervise volunteers! I value your feedback and appreciate your participation!

NEW TOOLS for your TOOLKIT!

There have been requests for additional trainings for both volunteers and staff regarding signing volunteers in and out. Below are links to Captivate trainings that will walk you through the exact process needed for volunteers to log hours from home, or for staff to help volunteers log in and out. Please feel free to share these links with staff or volunteers as needed! Many thanks to Andrew

Solivan in Planning for facilitating these videos!

Logging in from home

http://www.metrolibrary.org/mls/mls_volunteer/videos/volunteer_home_logging.htm

Staff Logging in from designated work station

http://www.metrolibrary.org/mls/mls_volunteer/videos/staff_logging_inout.htm

Thank you for providing the right tools for library volunteers each and every day! I am working diligently to provide the same for you as a Volunteer Supervisor!

Heidi Port, MLS Volunteer Coordinator

For more information on this, you can always view the [Volunteer Supers Website](#) for further information.

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