



# VOLUNTEER IN GOLF

## Volunteer Recruitment

### Guidance on using England Golf Resources

For Golf Clubs and Counties looking to recruit new volunteers, we have the following supporting resources available:

- **Editable Posters**
- **Template Role Descriptions and Guidance Documents for specific roles**
- **Recruitment Top Tips**
- **Expression of Interest Form**

### Editable Posters & Recruitment Tips

- Open the document in Adobe.
- Be sure to include a **contact person** and a **link** to further information (such as a landing page on your website).
- Keep information brief, but positive using CAPITALS in text boxes.
- When saving click 'Highlight Existing Fields' to remove the boxes.
- The poster can be used to recruit for a specific role (e.g. Junior Organiser) or areas where you need more help (e.g. Marketing).
- Utilise the finished poster as an e-flyer and print off copies to hand out and put up in prominent locations.
- Use alongside other promotional options – see the **Recruitment Top Tips** for more ideas.

### Landing Page & Expression of Interest Form

- Provide more detailed information on the volunteer opportunities on your website, preferably on a stand-alone page with a friendly URL.
- People are often apprehensive about committing too much time to start with, therefore highlighting the option to **share responsibility** and that there is **flexibility** in the time commitments is important.
- The **Expression of Interest** form should be on the webpage, but some people may just want to have a chat, so make sure there is a designated point of contact and their details.
- The following link provides an example of what a landing page could look like: [www.durhamcountygolfunion.co.uk/volunteering](http://www.durhamcountygolfunion.co.uk/volunteering)

For further information on recruiting, supporting and recognising volunteers in golf please visit:

[www.Englandgolf.org/supportingvolunteers](http://www.Englandgolf.org/supportingvolunteers)



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## Role Descriptions and Guidance Documents

- Adapt the template role descriptors to fit with the club's objectives, **trimming down** the responsibilities accordingly.
- Don't assume the new recruit(s) will have time to undertake all the responsibilities. Instead work with them to determine what they feel is manageable.
- Find out if there are elements of the role where they are going to need support or training.

Further guidance and support is available on inducting and managing volunteers on our [website](#).

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