

A Quick Guide to Recruiting Volunteers for Meal on Wheels



Contents

1. Define Your Volunteer Role
2. Recruiting Volunteers
3. Supporting Volunteers
4. Garda Vetting
5. Acknowledging Volunteers

Defining Your Volunteer Roles

Before you start advertising for volunteers you should first decide the following:

- what roles you have available?
- what area do you need help in?

Tip: Write a short description of the volunteer role; what exactly will the role involve?



Drivers



Deliveries



Cooks

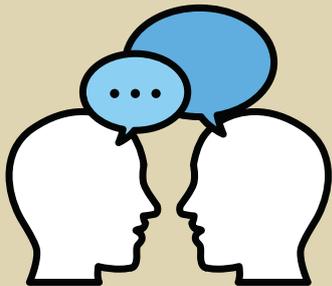


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Recruiting Volunteers

The safest and most reliable way to recruit new volunteers for your Meals on Wheels service is by registering with Cork Volunteer Centre.

Other methods include, Word of Mouth; Community Newsletter; Radio; Posters.



Whatever way you chose to recruit volunteers any potential volunteer should be requested to complete a volunteer application form so you can check their suitability to the role.



Supporting Volunteers

Now that you have recruited new volunteers how are you going to support them?

Any new volunteer should receive an induction into their new role. This might include shadowing a driver or delivery person on a route. Training may also be necessary depending on the role. Any training provided to volunteers should aim to improve Governance of an organisation. Training to consider when recruiting new volunteers can include:

- Volunteer Induction**
- Volunteer Management**
- Safeguarding Vulnerable Adults**
- COVID E-learning**
- Garda Vetting**

Garda Vetting

Not all volunteers need to be Garda Vetted. Consider which of the Meals on Wheels roles involve face-to-face or regular on the phone contact with clients. Think of volunteers who may be in a position to build a relationship with clients. These roles should be vetted in order to ensure the safeguarding of vulnerable adults.



What does Safeguarding of Vulnerable Adults Mean?

It is the responsibility of all service providers, statutory and non-statutory, to ensure the following:

- service users are treated with respect and dignity,
- have their welfare promoted and;
- receive support in an environment in which every effort is made to promote welfare and to prevent abuse.

Getting Started with Garda Vetting

1. Nominate a Garda vetting officer for your Meals on Wheels.
2. Register with the National Garda Vetting Bureau- they will recommend a registered garda vetting organisation for you.
3. Register with the vetting organisation; for example Cork Volunteer Centre.
4. Complete the Garda Vetting Officer Training.
5. You are good to go!

What does the potential volunteer need to do?



1. Complete a volunteer application form
2. Complete the Garda Vetting Inviter form
3. Provide proof of I.D - a photo ID and proof of address are needed.
4. Give a copy of ID's to the Garda Vetting Officer of MOW's
5. Complete on-line e-vetting form.

Acknowledging and Motivating Volunteers

It's been a difficult year for us all but regardless of the challenges volunteers continued to support their local Meals on Wheels.



So how can you recognise the work of volunteers and keep them motivated?

Here are some suggestions:

- Send a "Thank You" text, note or card.
- Host an Annual Social Event for Volunteers.
- Award Certificates of Appreciation.
- Post regular updates and photos on social media acknowledging the work of volunteers.
- Engage volunteers in other roles within your Meals on Wheels.
- Make the most of other skills that volunteers may have which could benefit your service.

Useful Information

- Garda Vetting
<https://vetting.garda.ie/RegisteredOrganisation/HowToApply>
- Safeguarding Vulnerable Adults Information
<https://www.hse.ie/eng/about/who/socialcare/safeguardingvulnerableadults/safeguarding%20guidance.html>
- Cork Volunteer Centre
<https://volunteering.secure.force.com/organisationregistration?showWrapper=true>

