

Tips for Leading Volunteers in a Virtual Environment

Clarify Team and Individual Goals -

Make sure that everyone understands the goals and objectives for the project or service (including deadlines) and how their work contributes to Colorado 4-H and the program's overall success. Have the team work together, using a participatory decision-making process to develop and agree upon goals that are achievable and make sense.

Establish a Code of Conduct -

Although volunteers may not be working in your office, they are representing your organization when they are on duty. Communicate clear standards for confidentiality, volunteer and staff privacy, email, social media communications, and ethics. These guidelines need to be reinforced regularly.

Share and Rotate Leadership -

Appoint an overall leader, but share leadership for project stages or meetings with individuals who have the most knowledge or information at the current moment.

Allow Time for Interpersonal

Sharing - Encourage team members to share something about their personal lives beyond volunteering. This helps members find commonalities and knits together trusting relationships with people who find common ground.

Highlight the Skills of Each

Team Member - To build confidence and trust, take time to describe the unique talents each person brings to the table with the others.

Establish Communication Norms -

As a group, set up basic guidelines for frequency and types of communications as well when and how to alert others about availability. Set up a regular schedule to meet as a team.

