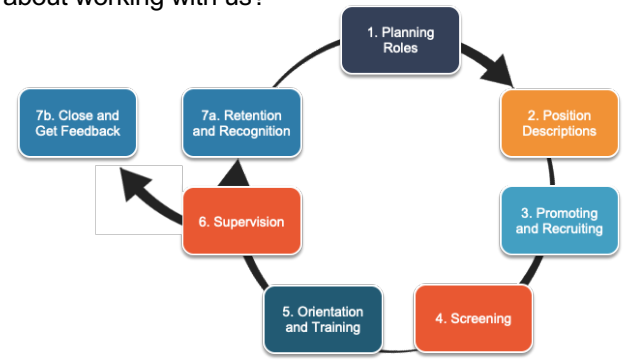
C There are seven steps to a typical youth volunteer management cycle

4. Screening

7a. Retention and recognition

	1. Planning roles	2. Position descriptions	3. Promoting and recruiting	5 & 6. Orientation, training, and supervision	7b. Close and get feedback
Description	Determining what **volunteer opportunities should be offered remotely**	Defining the **details of the virtual volunteer opportunities**	**Sharing the virtual volunteer opportunities** to potential youth	**Engaging regularly with youth volunteers** (e.g., orientation, training and recognition)	**Appreciating volunteers and understanding how they felt about the opportunity** (e.g., strengths)
Key questions	▪ What **volunteer opportunities are offered today**? ▪ What **volunteer opportunities do we hope to offer**? ▪ How should we **prioritize which opportunities to make virtual**?	▪ What **should the volunteers to do**? ▪ What **expectations should we have** of our volunteers? ▪ What **resources are needed**? ▪ What in the opportunity will help **foster long-term relationships** with the volunteer?	▪ **What channels should we use** to share about the opportunity? Which channel(s) are best-suited? ▪ **What message** around the opportunity do we want to communicate?	▪ How **often should we engage with youth volunteers**? ▪ What **activities should we run with volunteers** to keep them excited about working with us?	▪ What **feedback should we collect from volunteers** to understand how we can improve our virtual volunteer program?