

THE TASK ENRICHMENT CHECKLIST

Background

This checklist is designed to provide guidance to directors/coordinators/administrators and other leaders of volunteers, in increasing their ability to attract and hold volunteers, by building the intrinsic motivational value of the work itself and its immediately surrounding conditions (staff and client support).

Effective use of the checklist requires understanding of volunteer job enrichment strategies such as:

- Need Overlap Analysis in Helping (NOAH),
- Organic Gardening of Volunteer Jobs,
- The exploration of volunteer space
- The preparation of clear, complete and meaningful volunteer job descriptions (or work designs, or personal growth plans)

Without this background, understanding, the checklist will seem cryptic and full of meaningless jargon.

The Task Enrichment Checklist attempts to integrate the above sets of strategies in a single volunteer job development system. Not a sophisticated, validated evaluation instrument, its principal purpose is to raise awareness of volunteer job enrichment possibilities. This is best done in consultation with concerned others: volunteers, clients, staff, etc.

Suggested use of the checklist is as follows:

1. Explain elements involved in each checklist statement.
2. Fill out checklist for a task as currently conceived, which is not attracting and holding volunteers as well as you would wish (Pre-Application Column).
3. Apply to this task, the job enrichment strategies involved in each of the ten statements.
4. Re-rate the task on its "enthusiasm index" as a result of this process (Post-application Column).
5. Compare and discuss the pre- and post-application indexes.

Your comments and suggestions will be deeply appreciated by

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Think of a fairly well defined task or work currently planned for or offered to volunteers. Rate it before and again after application of the ten job enrichment strategies.

The suggested "intrinsic motivation scale" or "enthusiasm index" is from 1 (lowest, poorest) to 10 (perfect, excellent).

	Intrinsic Motivation Scale	
	1 (Lowest)	to 10 (highest)
	Pre	Post
1. The task is solidly based on staff or volunteer leader work assistance needs via tasks they'd rather not do["Star Spinoffs"].	---	---
2. The task is solidly based on staff or volunteer leader work assistance needs by helping them achieve things they want to do and can't do now, [their dreams].	---	---
3. Client/consumer support of volunteer involvement in this work has been assured by systematic consumer review for relevance to client needs.	---	---
4. The task relates fully to the well and truly sampled "glad gives" of actual and potential volunteers, things volunteers want to do and can do pretty well.	---	---
5. Task elements are linked over time to show evolving purpose [principle of main sequence].	---	---
6. The end of the work process feeds back into volunteer input for performance of the next work cycle [principle of feedback loops].	---	---
7. The opportunity to do a different but meaningful thing is capitalized on, wherever possible for each task element [principle of parallel opportunity/variety].	---	---
8. Accomplishment of the overall work purpose is clearly conceived as possible via a variety of helping-style options.	---	---
9. The design of the work provides clear scope and pathways for volunteer growth in responsibility, challenge, and status.	---	---
10. The work, or optional ways of doing the work, is presented clearly, completely and meaningfully in a volunteer job description, job design, or "personal growth plan".	---	---
INTRINSIC MOTIVATION TOTALS	Pre	Post
(Range is 10 - 100)	<input style="width: 40px; height: 20px; border: 1px solid black;" type="text"/>	<input style="width: 40px; height: 20px; border: 1px solid black;" type="text"/>