

PROFILE OF VOLUNTEER-STAFF CHARACTERISTICS *

Instructions:

1. Please mark each item below with an "n" at the point on the scale which, in your experience, best describes your organization now.
2. Then mark each item with a check (✓) where you would like to have it be with regard to that item.

Note: Please check if you are: Paid Staff _____ Volunteer _____

I. LEADERSHIP:

1. How much confidence and trust does staff have in volunteers?

Virtually none 	Some 	Substantial amount 	A great deal
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2. How much confidence and trust do volunteers have in staff?

Virtually none 	Some 	Substantial amount 	A great deal
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3. How free do you feel to talk to your immediate volunteer or staff supervisor about your job?

Not very free 	Somewhat free 	Quite free 	Very free
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4. How often are your ideas sought and used constructively by your volunteer or staff supervisor?

Seldom 	Sometimes 	Often 	Very frequently
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5. How do you feel about delegation of authority?

Discouraged. Almost never occurs 	Occasionally occurs 	Encouraged most levels 	Good at all levels
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* Adopted by Marlene Wilson from an instrument used in industry (Rensis Likert)

MOTIVATION:

<p>1. The motivational forces used most in this organization are:</p>	<p>Minimal recognition, personal involvement and achievement.</p>	<p>Moderate recognition, involvement and achievement.</p>	<p>Frequent recognition, some involve marginal achievement.</p>	<p>Optimum involvement, personal enrichment and achievement.</p>
<p>2. Who feels responsibility for achieving the goals of this organization?</p>	<p>Top administration</p>	<p>Top administration</p>	<p>Most people who work here</p>	<p>Everyone - Admin. Staff & volunteers</p>
<p>3. How much cooperative team work exists a. between members of paid staff</p>	<p>very little</p>	<p>relatively little</p>	<p>moderate amount</p>	<p>great deal</p>
<p>b. between volunteers and paid staff</p>				
<p>c. between volunteers</p>				
<p>4. How much satisfaction do you derive from your job and your achievements here?</p>	<p>very little</p>	<p>moderate amount</p>	<p>adequate</p>	<p>very high</p>

III. COMMUNICATION:

1. What is the amount of interaction and communication aimed at achieving the goals?

Very little

Some

Quite a bit

Much, with both individuals & groups

2. What is the usual direction of the flow of information?

Downward

Mostly Downward

Down & up

Down, up, & Sideways

3. How well do supervisors comprehend problems faced by their volunteers and professional staff?

Not very well

Rather well

Quite well

Very well

4. How would you rate the general communications between Staff & Volunteers?

Poor

Need more

Adequate

Very good

IV. DECISIONS:

1. At what levels are decisions made?

Mostly at top levels	Policy decisions made at top, some delegation	Broad policy at top, more delegation,	Decision making done throughout organization.

2. Are volunteers involved in decision making process?

Very seldom	Superficially but not in serious matters	Adequate involvement	Their involvement is sought at all decision making levels

3. Are volunteers and professional staff involved in decisions relating to their work?

Almost never	Occasionally consulted	Generally consulted	Fully involved

a. Paid Staff

b. Volunteers

V. GOALS:

1. How are agency goals established?

By management and staff to volunteers in condescending manner

By Board volunteers to staff in an arbitrary manner

By select Management staff and volunteers in a controlling manner.

By Management, staff, & volunteers in a democratic manner

2. Do you have the opportunity to set goals for your job?

Never

Seldom

Occasionally

Usually

3. How well informed are most members of this organization of the goals?

Know very little

Vague knowledge

Adequately informed

Well informed

4. Are your personal goals being met in your present job?

Not at all

Minimally

Adequately

Very well

VI. GENERAL KNOWLEDGE:

1. Physical Facilities
Extent to which the physical facilities & equipment within the office are conducive to creative initiative and achievement.

Inhibits initiative and achievement

Sometimes conducive but with many restrictions

Adequately conducive

Extremely conducive

2. Extent to which printed internal communications serve as information tool.

Inadequate information flow

Information flow adequate

Information flows very well

Keeps everyone well informed

3. Extent of my personal knowledge and understanding of:

Almost none

Limited

Adequate

Excellent

A. The Programs of this agency

B. Mission and Principles of this agency

C. The Policies

4. Image
Within your personal contacts what response do you get regarding the image of this agency in the community?

Negative

Disinterested

Vague

Positive