

WORKING WITH AND RECOGNIZING VOLUNTEERS

Smile and present a positive attitude

A CO/CMC/COB spouse can set an excellent example by his/her respectful treatment of volunteers

Almost everyone the CO/CMC/COB spouse deals with is a volunteer and should never be ordered around: use the phrases "Would you mind....?" "How about?" "Have you considered.....?"

Remember to make all volunteer opportunities available to all members of the command family; guard against the assumptions that anyone is "too busy," "working," or "wouldn't want to." (Some men do cook, some women like carpentry projects, some professionals are not averse to doing clean-up work and some teenagers like work.)

It is important to help volunteers formulate their own ideas (with only subtle prompting). They might develop projects such as bake sales, softball games with other ship's spouse groups or a spouse night out.

Use common courtesy: "Please", "Good Morning", "Thank You", "We missed you"

Accept the individuality of every volunteer

SUGGESTED "TO DO" LIST:

- Install a volunteer suggestion box
- Treat your volunteers to a soda
- Send impromptu cards
- Encourage participation in support group planning
- Praise volunteers for their contributions
- Have a recognition event (coffee, luncheon, board turnover)
- Take time to talk
- Write thank you notes
- Give special encouragement to the Command Ombudsman
- As the CO/CMC/COB's spouse, encourage command recognition of volunteers (e.g., the Ombudsman and Family Readiness Group President).
- BE A POSITIVE VOLUNTEER YOURSELF