



Needs Assessment

Use this worksheet to guide an activity with colleagues – or to inform a survey or other facilitated activity designed to identify needs that could be addressed by volunteers. After introducing the activity, share this template and have individuals complete it first on their own. After 10 minutes of working independently, have participants regroup and report out on their ideas. Then, together, debrief and use the results to identify a few potential roles for volunteers to address some of those needs.

Part 1 – Work on these questions individually.

1. What is your organization or team currently doing that you would like to increase, replicate, or expand?
2. What problems or challenges is your organization or team currently experiencing?
3. What specific skills and resources would your organization or team need to meet its challenges? To fulfill your dreams?
4. What items have you had on your “to do” list or “vision board” that you have not yet been able to address or create?
5. In what ways could your organization or team utilize a consultant or specialist to help you – now and in the future – as you work to fulfill your vision and mission?

Part 2 – After debriefing individuals’ answers to the above, work as a group to answer the following.

Based on the answers above, what are three direct-service, skills-based, or leadership positions that would be an asset to you and your organization?

- 1.
- 2.
- 3.