

# Volunteer scheduling and coordination

Automatically schedules volunteers for events based on availability and skills, sends confirmations, and handles cancellations with replacement notifications.

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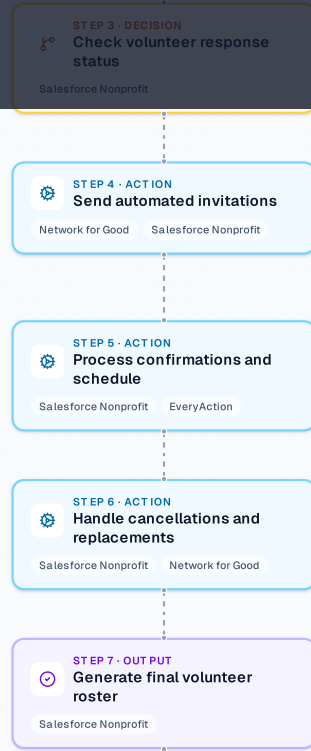
## WORKFLOW TRIGGER

New volunteer opportunity is created in the system requiring staffing

## Visual Flow

Each node represents an automated step. Connections show how data and decisions move through the workflow.





## Step-by-Step Breakdown

Detailed explanation of each automated stage in the workflow.

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⚡ TRIGGER

### Volunteer opportunity created

A new volunteer event or opportunity is created in the CRM system with specific requirements for volunteers, skills needed, and time slots.

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### Identify eligible volunteers

Query the volunteer database to find available volunteers who match the required skills, availability, and location criteria for the opportunity.

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DECISION

### Check volunteer response status

Determine if enough volunteers have confirmed participation or if additional recruitment is needed based on minimum staffing requirements.

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ACTION

### Send automated invitations

Dispatch personalized email invitations to eligible volunteers with event details, required skills, and one-click confirmation links.

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## 5

ACTION

### Process confirmations and schedule

Automatically update the volunteer schedule when confirmations are received and send calendar invites with event details to confirmed volunteers.

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### Handle cancellations and replacements

When volunteers cancel, automatically identify replacement candidates from the waitlist and send urgent notification emails to fill gaps.

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OUTPUT

### Generate final volunteer roster

Produce a complete volunteer schedule with contact information, assigned roles, and backup assignments for event coordinators.

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#### Outputs

- Confirmed volunteer schedule with assignments
- Automated reminder emails sent to volunteers
- Event coordinator notification with roster details



#### Key Metrics

- Volunteer fill rate percentage
- Average response time to invitations

## AI Business OS

- Volunteer retention rate across events



### Tools & Integrations

- Salesforce Nonprofit
- EveryAction
- Network for Good

## AI Business OS

Actionable AI implementation strategies for business leaders ready to transform their operations.

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