

Using an information system to streamline the screening and placement of volunteers

In various tasks in the community organization

The Keshet, Democratic pluralistic school, Zichron Yaakov

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The purpose of this work is to offer the community organization an efficient method for documenting the volunteers' skills, sorting them and assigning them to the organization's relevant needs, in order to maximize the potential of the volunteers for the benefit of the organization.

Background: The chosen organization is Keshet School for Democratic Education in Zichron Yaakov. Upon receiving a student, his parents become members of the organization. Together with the staff it is about 1,000 potential volunteers. The school is run by about 20 different committees. The quality of the organization's functioning is directly affected by the adjustment of the embedded human capital to the committees. The current situation, the response is insufficient and the staffing is usually among students and teachers.

The work process: In order to plan the method and manage the information, the organization's needs were mapped in relation to the needs of the various committees, while adapting them to the accepted skills in the work world and formulating a method for receiving information at the click of a button. Skills are divided into three sections: hobby, professional experience and academic background. Each volunteer is asked to indicate the committees to which he wishes to integrate and the hours that are relevant to him.

The final product is an organized system accompanied by technological tools that are intended both for data collection and processing, in order to choose the candidates that are most suitable for any organizational need.

Contribution to the organization and the field of information and knowledge management
Integration of information and knowledge management in organizations and processes in which knowledge management is not yet present is a central feature of the field. In this work I combined the knowledge management approach with a genuine need that was not addressed previously and to my delight the managers of the organization informed me that they would definitely use the proposed technique.

CONCLUSIONS AND RECOMMENDATIONS FOR THE CONTINUATION: The rationale suggested here can be used for any system that needs to connect volunteers and tasks when the organization is a voluntary, community-based organization that does not have human resource systems, recruitment and placement. The recommendations for the future are to develop the idea as a professional information system and integrate it with a CRM system for specific communication of the various segments within the organization.