

How to manage volunteer availability and scheduling

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Knowing when volunteers are available makes scheduling much easier and more respectful of their time.

Capturing availability

1. Open the volunteer's record.
2. Go to the **Availability, Schedule**, or similar section.
3. Enter general availability (days and times) and any known blackout dates or vacation periods.
4. Save.

Using availability when scheduling

When assigning volunteers to events or shifts, refer to the availability information to find good matches. Some organizations also filter by skills or interests at the same time.

Tip: Ask volunteers to update their availability when it changes significantly, and review it before major events.
