



Bite-sized Support: 30 microvolunteering tasks

Microvolunteering opportunities are small, quick, low commitment and time-flexible actions which take less than 30 minutes to complete. These micro-tasks can have a huge impact and help to break down the barriers to volunteering, especially for busy volunteers.

Microvolunteering opportunities can umbrella other types of volunteering, from traditional in-person volunteering to online volunteering to mobile volunteering (tasks that can be done via smartphones). The opportunities for microvolunteering in your organisation are endless and can range from one-and-done tasks, through to small elements of larger tasks, or a larger task broken into a number of micro-sessions of 30 minutes or less.

Here are 30 easy microvolunteering opportunities for volunteers to lend a hand in 30 minutes or less.

1. Find and book venues

Source a venue for an upcoming meeting or event. Or create a list of suitable venues to save time next time you need to hire a space. Create a spreadsheet or database and include the venue's address, website, how many people the venue can accommodate, cost and booking information.

2. Sort out the stationery cupboard

Organise an unloved space. Declutter and discard anything that's no longer fit for purpose, group similar items together, give the space a wipe down and add labels to make things easy to find.



3. Help with event set up

Provide an extra set of hands at an event. Tasks might include setting up the room, or greeting guests on arrival, or handing out information at the end.

4. Drop off e-waste

Drop off any obsolete printers, monitors or computers to local e-waste drop off points. There will be an organisation in your community like Urban Miners in Cambridge (urbanminers.nz). Check this article 'Where to donate e-waste for recycling in NZ' from Wise Move (wisemove.co.nz) which can help you (or your volunteer) know exactly where they need to go depending on the e-waste.

Microvolunteering opportunities are bite-sized, on-demand, no commitment actions that benefit your organisation

5. Body double

Body doubling is sitting beside someone while they complete a tricky or stressful task, to provide quiet support and focus, or even to help make it fun. It's a tool that's used to support those with ADHD and can be helpful for anyone tackling a big solo project like updating a database or compiling reports.

6. Support someone in a meeting

Provide moral support in a meeting or offer a fresh set of eyes and ears during a negotiation.

7. Write thank you notes

Handwritten notes are always appreciated and are a lovely way to thank donors, sponsors, volunteers or other supporters.

8. Take something to be repaired

Take faulty equipment or furniture to be mended at a local repair shop or Men's Shed. Or maybe the volunteer might be able to repair it themselves over several micro-sessions.

9. Gather testimonials

Round up compliments from service users, donors, volunteers, supports or event attendees. Make sure you get permission to share the person's testimonial. Add them to a shared document and share them with your governing group, on your website, through social media or other marketing material, and in your annual report.



10. Organise the photo library

This is a big job that can be broken into several micro-tasks: gather photos from the team, delete any double-ups, discard any bad or blurry photos, and save them by event name or date.

11. Take photos

Capture special moments at your events, team get-togethers, or fundraisers.



12. Brighten up the reception area

Help the organisation make a great first impression. Provide a homegrown flower arrangement for the reception desk, or wash the couch cushions, or put up the Christmas tree in December.

13. Organise quotes

Contact alternative suppliers for comparison quotes to help get the best price.

14. Sell or donate surplus equipment

Manage a Trade Me auction to sell spare equipment or supplies or donate them to a local Op Shop or Charity store.



15. Spruce up the street front

Speaking of first impressions: sweep the steps, or wash the windows, or even plant a few bulbs in the front garden for some spring cheer.

16. Get feedback from five people over five micro-sessions

Insights from as few as five people work just like a mini-focus group and provide valuable feedback. Organise your volunteer to chat to five event attendees, or five volunteers, or donors to understand what's working well and what can be done better.



17. Bring a plate

Home baking is always appreciated and can help the organisation save on catering costs for board meetings or special events.



18. Mentor a new volunteer

Show someone the ropes and provide support and encouragement during onboarding.

19. Sign a petition

Either in person or online, adding their voice to support an action, cause or movement is something that a volunteer can do in a micro-moment.

20. Do a social media scan

Check out what similar organisations here and overseas are posting on social media and collate ideas for future posts.



21. Check on supplies

Check the first aid kit is fully stocked and the office emergency supplies of food and equipment are up to date. Not sure what your office should have on hand in case of a natural disaster? Check out getready.govt.nz/prepared/work

22. Pop events in calendars

Round up a list of upcoming school and public holidays as well as important dates for your organisation (AGM, awareness days, anniversaries, birthdays) and send calendar appointments so everyone in the team has these dates in their diaries.

23. Scan, file, print and shred

Admin tasks are never-ending and make great microvolunteering opportunities.

24. Micro-vehicle-volunteering

Pick up an out-of-town guest from the airport, saving on taxis fares and providing a lovely personal service. Or if you have organisation cars, drop it in for a WOF or service or give it a clean.

25. Create a utilities supplier list

Create a one-page list of your organisation's utility suppliers and their contact details. Such as your landlord, electricity provider, insurance company, council and accountant. This is handy day to day and extremely helpful in an emergency.

26. Update the company organisation chart

This is an important document that can quickly become out of date.

27. Pop up posters

Help promote an upcoming event - pop posters in a few local shops or community noticeboards, or submit a community notice to TVNZ's Breakfast team (See Page 8) or to NewstalkZB at newstalkzb.co.nz/whats-on/submit-community-notices

28. Check in on someone

Reach out to say hello to a new team member or volunteer, or someone who's recently retired and has indicated they're keen to stay connected and would appreciate hearing a friendly voice.

29. Proofread

Cast an eye over the final draft of the annual report, brochure or website updates.



30. Meet and greet

Welcome guests on the door at an open day, AGM or fundraising event.