Volunteer Coordinator

This is a critical position that takes a very organized and patient person.

1. Step one is to sit down with your Pastor and get a clear vision of this outreach from him.
    a. What are the different "Areas of Help" that will be addressed, how many people will each area need, and what is their priority?
        i. Feeding
        ii. Tarping
        iii. Mucking Out
        iv. Transportation
    b. A lead person should be assigned to head each "Area of Help" as created and activated. The lead person should work closely with the Labor Coordinator to schedule the people they need to operate effectively. This should also be a local person who knows the area.
    c. Be sure to create a contact sheet with the contact information for all the "Areas of Help" leaders.

Responsibilities:

1. The Volunteer Coordinator will coordinate with all volunteers.
    a. Have a volunteer list sign-up sheet for your church volunteers, listing areas to serve, days they are available, and what other items they can provide (E.g., minivan for transportation, chain saw, etc.). (See the VOLUNTEER SIGN UP form).
    b. Try and schedule the volunteer's availability one week at a time.
    c. Do you have a cook or couples in your church that will cook the meals. You can also have several volunteers rotate this responsibility.

2. The Volunteer Coordinator will coordinate with the Needs coordinator to let them know how much labor is available and when.
3. If you have individuals that volunteer to cook, that is a plus. You can also have several volunteers rotate this responsibility.
4. Work with the Cooking Coordinator to let them know what volunteers you have.