

Volunteer Coordination Operations Guide

Procedures

- Maintain a listing of current active volunteers with and contact information, as well as a waiting list of those interested in becoming volunteers.
- Evaluate volunteer requirements needed to fulfill the organization's mission
- Assist in the recruitment, interviewing, and selection of volunteers; and ensure that volunteers are integrated into the organization.
- Respond to unanticipated program needs for volunteers or staff
- Manage volunteer application and request for information forms

Task List

- Meet with volunteers - determine pending volunteer needs for season [December]
- Respond to incoming volunteer applications
- Refer volunteer inquiries to appropriate SILL teams across all venues
- Provide SILL name badges for new volunteers, adjuncts and board members or replace name badges when volunteer (or adjunct or board members) require replacement.
- emergency volunteer replacement

Roles

- Volunteer Coordinator
- Volunteer Lunch Manager

Volunteer Lunch

- manage venue selection and contract
- manage invitation list

Revised 10/24