



## Volunteer Coordinator

### Preamble

- Active volunteers are necessary to enable GINLC to achieve our mission either through planned events (i.e., education, stewardship, membership, communications, GBU hosts, photo contest, etc.) or for special projects.
- Volunteers can be, but are not necessarily, GINLC members.
- Volunteers are viewed as a good source for new GINLC members, donors and GINLC Directors.
- Individuals have self-identified or are recruited by members of our Board of Directors as potential volunteers. GINLC uses this program to make the best use of these individuals.
- People express an interest in GINLC (through signup sheets, website inquiries, ConstantContact signup, and the like). We ask if they have an interest in volunteering.
- The volunteer coordinator will be part of the Membership Committee.

### Objective.

To maintain an active and growing group of volunteers who can be called upon to help GINLC achieve our mission.

### Tasks

Volunteer Coordinator Tasks can include:

- Manage a program to recruit, develop and grow a troop of active volunteers. Input will be required from other GINLC committees as they define their needs. Continue to refine as appropriate.
- Be able to describe volunteer opportunities to the public.
- Be point person when potential volunteers are identified by mechanisms including, but not limited to event sign in sheets, website inquiries, donation submissions to treasurer, word of mouth etc. (Automated notifications from Website to [GINLC.welcome@gmail.com](mailto:GINLC.welcome@gmail.com), manual communications from treasurer, communications committee).
- Ensure that newly identified volunteers are contacted, to acknowledge them, and ensure that their interests and skill sets are recorded (email or telephone as appropriate).
- Keep an up-to-date list of volunteers, including their areas of interest. We use ConstantContact and label the contacts.
- Manage the [GINLC.Welcome@gmail.com](mailto:GINLC.Welcome@gmail.com) email.
- Ensure that the leaders of the committees, or special projects, have a list of volunteers that can be called upon to assist with their activities.
- Develop and implement volunteer recognition programs so that volunteers know that they are appreciated.
- The volunteer coordinator is not expected to schedule volunteers for specific events or activities. Volunteers are scheduled by the committees conducting the events.

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## The Program Elements

<u>Inputs</u>	<u>First Contact</u>	<u>Keeping track</u>	<u>Ensuring information is shared</u>	<u>Making the volunteers feel appreciated</u>
Individuals are identified. <ul style="list-style-type: none"><li>• Signup sheets</li><li>• Website</li><li>• Word of mouth</li></ul>	VC contacts individual ( <a href="mailto:ginlc.welcome@gmail.com">ginlc.welcome@gmail.com</a> ) to acknowledge their interest, gain more detail	VC add the individual to the appropriate lists in ConstantContact	VC communicates volunteer's interest to relevant committee chairs. The chairs should add them to their list of volunteers and use them.	VC, along with communications and other chairpersons, recognized volunteers.

## Collaborations

- Chairpersons of each committee that requires volunteers.
- Communications team (Website manager, Email/social media manager) for sign up sheets, access to ConstantContact, website submissions.
- Membership committee. sign-up sheets from events. Volunteers from membership database.

## Revision History

<b>Date</b>	<b>Revision</b>	<b>Author</b>
2021.11.08	First Draft	Gloor/Batch-Rilling/Zawistowicz
2022.11.21	Revision to reflect program in place in 2022	Gloor