

POSITION: VOLUNTEER RECRUITER/COORDINATOR

APPOINTED BY: NPYM Steering Committee

APPOINTED AT: Second Annual Session Steering Committee Meeting

NOMINATED BY: NPYM Nominating Committee

TERM BEGINS: October 1

TERM LENGTH: One year

REPORTS TO: General Arrangements Clerk

WORKS PRIMARILY WITH: General Arrangements Clerk and other planning Annual Session activities that need volunteers, including food, bookstore, physical arrangements, children's program, and registration.

EX OFFICIO member of the AS Planning Committee

DEFINITION: Finds people to do program and activity tasks during Annual Session & coordinates requests for Annual Session volunteers.

TASKS & TIMELINE:

**\*\*January through May\*\***

Early in January, contact the General Arrangements Clerk to find out who the various program coordinators are and what type of volunteer assignments are needed (childrens program, bookstore, registration, medical assistants, transportation, greeters, meal assistants, etc.)

Attend Annual Session Planning Committee meetings if possible.

Work with the registrar to make sure all volunteer needs are included in the volunteer sign up instructions on the registration form.

**\*\*June to Annual Session\*\***

Contact all program coordinators to determine how many volunteers are likely to be needed, when they will be needed, and what tasks they will perform.

Work with the registrar to get information on attendees and their volunteer preferences. It works best to get this information twice, once right after registration deadline and once with information on late registrants about 7 to 10 days before Annual Session.

Make the volunteer assignments about two weeks before Annual Session.

Check with Physical Arrangements Clerk to find out best place to display the Volunteer Assignment sheets (so Friends can check their assignments and make changes). Pick two locations with good visibility, one near the registration area (on the first day of the Session), and one where worship groups and interest groups are posted.

It works best if volunteer assignments are also put in or on (with labels) the registration packets. Work with Registrar to arrange how to do this.

About 7 to 10 days before Annual Session begins, send written notification to all volunteers assigned duties on the first day of Annual Session (Thursday). The notification should include a request for people to call the volunteer coordinator before Annual Session if they are unable to make their assignments. This saves a lot of last minute searching for volunteers for Thursday evening.

**\*\*During Annual Session\*\***

Post the assignment sheets. Do this early so those attending Annual Session can make changes as soon as they discover scheduling conflicts.

Put volunteer assignments in registration packets ahead of time, if possible.

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Through posted signs, announcements, and items in the Annual Session daily bulletin, let people know that requests for volunteers should be coordinated through you. Also let them know how you may be reached.

If volunteers do not sign up to perform needed tasks, you may need to make announcements, or to see that announcements are made requesting volunteer help.

Coordinate availability of medical volunteers. A beeper passed between volunteers during Annual Session works best.

**\*\*After Annual Session\*\***

Prepare a report/evaluation for the Volunteer Recruiter/Coordinator files. Send a copy to the General Arrangements Clerk on, or before, August 21. This report should include information useful to next year's Volunteer Recruiter/Coordinator (what worked, what didn't) and any changes you think should be made in the job, or the job description.

If you received a file with material from previous Volunteer Recruiter/Coordinators, sort through it, update the information, and add Your report/evaluation (and any materials you think are needed).

Return file to the General Arrangements Clerk BEFORE August 21.

**EXPENSES & TRAVEL:** Reimbursement is provided for "office expense" (LD phone calls, postage, and photocopy) and mileage expense for the responsibilities of this appointment. Submit BEFORE August 21 reimbursement request with receipts to NPYM Treasurer; identify as Annual Session expenses (the Annual Session books are closed on September 1).

**OTHER INFORMATION:**

One half of an Annual Session fee waiver, available upon request.