

## 4.5 Get someone to take charge

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### **Elect a Volunteer Coordinator!**

It is a good idea to have someone who takes charge of organising the volunteering project, this way someone has responsibility for making sure things get done and they can be the main contact for your partner organisation. This will make everything much less confusing!

The best way to do this is to elect a volunteer coordinator. If it is a big job or you have lots of volunteering projects then it might be a good idea if more than one person is responsible, but make sure everyone has clear responsibilities. Remember the volunteer coordinator shouldn't be doing everything themselves and they will need help!

Some of the main tasks they might lead on are...

- ★ Finding a partner organisation
- ★ Taking a lead on project planning
- ★ Recruiting new volunteers
- ★ Keeping in touch with the partner project
- ★ Keeping in touch with STAR National
- ★ Organising introductory sessions for new volunteers
- ★ Organising volunteer meetings/socials
- ★ Organising training for volunteers
- ★ Making a volunteer rota
- ★ Keeping in touch with the volunteers
- ★ Planning evaluations of the project