

Volunteer Coordinator

The Volunteer Coordinator is responsible for recruiting, organizing and instructing volunteers for the event.

TASK	RESOURCE	BUDGET	NOTES
Recruit Volunteers	- Parent Group - Staff - VOLUNTEER SIGNUP		- Use online and/or paper sign up options - VOLUNTEER SIGNUP is part of the KICK-OFF PACKET
Place Volunteers	VOLUNTEER JOB SPREADSHEET		Assign volunteers to color coded jobs
Train Volunteers	VOLUNTEER INFORMATION PACKET		Send out a few days prior. You will receive changes. Send final draft the day before.
Nametags	Get labels from Committee Chair		Write names in RYGB based on work station
Oversee Volunteers			Check in on day of event