

## ***VOLUNTEER COORDINATOR***

- Must be at least 18 years of age; male/female
- Must wear black pants /skirt and white blouse
- Will be responsible for making sure that all volunteer assigned for their position are present, have all their supplies and volunteer badges.
- Train volunteers for the positions if required
- Assign and keep track of points for all volunteer hours
- Communicate with volunteer in regards of their needs during their shifts
- During the completion, assist at the positions where help is needed
- Coordinate breaks and volunteer force allocation
- Please check all garbage bins frequently, ask front the desk to empty them if necessary.

### Supplies:

- PHONE
- Job description / instruction sheet / volunteer badge
- Volunteer schedule