United Way Volunteer Team Leader Position Description

**Position title:** Volunteer Team Leader

**Time commitment:**
- 1 hour to conduct a site visit with nonprofit agency prior to the project date.
- 1 hour to conduct meetings with team of volunteers
- 6-9 hours on the Day of Caring

**Purpose:**
The Volunteer Team Leader is an integral part in the success of a team project. Team leaders help to streamline communication and provide structure and direction in fulfilling expectations for both volunteers and nonprofit project coordinators.

**Responsibilities:**
Volunteer Team Leaders are responsible for recruiting a team of volunteers and understanding the interests, skills and limitations of their team. Volunteer Team leaders are responsible for meeting with the nonprofit project coordinator, obtaining logistical information about the project, and communicating all pertinent information to volunteers. In addition, team leaders are responsible for delegating tasks to volunteers on the day of the project and continually assessing assignments and project timeline throughout the day.

**Specific duties:**
- Recruit a manageable number of volunteers to be on team
- Conduct meeting with volunteers to assess skill set, interests and limitations (dietary and physical)
- Contact nonprofit agency project coordinator to arrange a site visit prior to the day of the project
- Conduct a site visit to discuss:
  - Details of project
  - Priority of tasks and timeline
  - Materials list
  - Bad weather plans
  - Dress code, lunch options, parking, meeting place and time
  - Key contacts and exchange of pertinent emergency contact information
  - Potential risks and safety plan
  - Limitations of volunteers (i.e. allergies, special needs)
- Conduct a follow-up meeting with volunteers to go over details of site visit and provide all pertinent information, as needed. (i.e. directions to project site, primary contact phone number, meeting time)
- Delegate tasks, as needed, prior to or on the day of the project
- Continually assess progress of work with volunteers and nonprofit project coordinator
- Conduct a post project meeting with team of volunteers to evaluate experiences and document, as appropriate.
- Thank volunteers
- Provide feedback to United Way Program Coordinator

For more information please contact
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