

CHAPTER 5 – VOLUNTEER COORDINATOR

An event is only as strong as its volunteer base. Cultivating, communicating with and organizing

enough volunteers for the various positions are vital to the success of any event. This person will

work directly with the Organizer and all other Chief Stewards to insure enough volunteers have

been recruited and educated so the event runs seamlessly and competitors enjoy a great experience at your event - with it running on time, being well informed and directed through the

warm-up and competition areas on time.

1. Consult with Chief Stewards and Event Staff to determine the volunteer needs for each of their areas
2. Coordinate with Chief Stewards, Staff and Volunteers on how to get everyone fed each day
3. Make a plan for Volunteer recruitment
4. Create Volunteer job descriptions (**See Appendix I: Volunteer Job Descriptions**)
5. Contact possible volunteers via email, mail or phone and start recruiting
6. Create Volunteer Assignment Chart
7. Help Chief Stewards and Staff train Volunteers for their assigned positions
8. Serve as liaison between Stewards, Staff and Volunteers
9. Monitor and evaluate the efficiency and effectiveness of the volunteers
10. Problem solve with personnel issues
11. Maintain a Volunteer database with all contact information