

Volunteer Coordinator

JOB DESCRIPTION: To recruit volunteers, as needed by the various show chairs, for working on the days preceding and during the annual show.

1. Get together with those show coordinators who will need volunteers to help in their area of responsibility to discuss days, hours, and duties to be performed by their volunteers. Use the previous year's sign-up sheet as a reference as well as any remarks made by the prior year's coordinator.
2. Create the sign-up sheets for each coordinator who will need volunteers. These sheets should have the Title of the Coordinators responsibility, the coordinators name, the job description volunteering for, hours to work, name of volunteer, phone number, and email address. This is currently being done on Excel Spreadsheets.
3. Volunteer Coordinator then takes the sign-up sheets to the monthly PVQA Guild meetings and solicits help for the various positions. This starts in the October meeting and runs through the final February meeting.
4. At the end of every guild meeting update the Excel volunteer sheets with the volunteer's name, phone number, and email address. This keeps everything clean, current, and ready for the next meeting.
5. The Volunteer Coordinator needs to keep a list of the hours each volunteer works so that the Quilt Receiving coordinator knows if that person is eligible to enter a quilt in the show. This is also updated after each meeting.
6. By Friday after the final February meeting all volunteer sheets should be updated and ready to email to the Coordinators. It is the coordinators **RESPONSIBILITY TO CALL/EMAIL** their volunteers to confirm their help. This is why the volunteer sheets should be given to them by the first Friday following the Monday meeting – this gives them plenty of contact time.
7. The Volunteer Coordinator should be contacted by the coordinators if someone cannot perform the duty they signed up for. She will help get someone to fill the spot and also make changes to the hour's list.
8. The Volunteer Coordinator will give the Volunteer Hours list to the coordinator who is handling Quilt receiving the Friday following the

Monday February meeting. She can then determine that the person putting a quilt in the show is still eligible to do so.

9. Copies of the volunteer sheets for each coordinator are to be placed on the Membership Table the first day of setup through all of the show days for reference.