Volunteer Coordinator Checklist

Need Help? Contact the Website Volunteer Management Team: 9HFWebTeam@gmail.com

Check off

α. **Accept the job** of Volunteer Coordinator. This job can be shared; having medical volunteer and non-medical/support volunteers managed by different personnel, or any other way which works for your 9Health Fair site. Just remember, communication is the key!

α. **Familiarize self** with 9Health Fair tools & processes available to help you with this job. See website trainings, website Resource List & the Resource Guide, as well as your Site Leadership Team, District Team & 9Health Fair Staff......all good resources!

α. Obtain a List of Proposed Screenings from your Site Leadership, so you can assess & get some idea what your needs for volunteers would be.

α. **Start to FORMULATE A PLAN** for managing your volunteers-numbers needed: medical, non-medical/support, logistics. Prepare interview questions, decide who will check medical credentials.

α. After FEBRUARY 1, check the website at least once a week, every week, for new volunteers, adding their names to your list.

α. **Contact your new volunteers** as soon as possible with an email, or any other appropriate method of communication, welcoming them & recognizing that they are on your 9Health Fair team. Sample emails can be found on the Resource List on the 9Health Fair website: [www.9healthfair.org](http://www.9healthfair.org).

α. **Conduct short interviews** for the best candidates for each position. This is especially important for medical personnel, as many are required to be licensed, certified, qualified, etc. for the screenings and need to meet the 9Health Fair qualifications for liability. (See Volunteer Management Training for suggested questions and approached to efficiently perform an interview that gets the needed information.)
α. **TWO MONTHS before your Fair**, continue to check your list of screenings against your list of volunteers, assigning them to a position. (Refer to the “How to Manage Volunteers” section on the website to utilize computer tools & assign volunteers immediately.)

α. **ONE MONTH before your Fair**, start a Master List for your use & Volunteer Check-In on the morning of your Fair.

α. **NEED HELP** finding that one hard to get screener? If a position is not filled by now, don’t wait for this volunteer to fall from the sky into your screening. You may need to reach out & find that one special volunteer. Ask around. Talk to your Site Leadership Team, ask your District Team or contact the helpful Staff at the 9Health Fair.

α. **Start assigning Station Leaders** to manage each area, if you have not done so already. Some example of areas which could benefit from a Station Leader include Parking & Ambassadors, Registration, each Screening, Ask a Health Care Professional, Bi-lingual Interpreters, Check Out; to name just a few.

α. **TWO WEEKS before your Fair**, confirm with your volunteers their continued interested in volunteering & communicate with them, via email or any other appropriate method, the date & details of your Fair; How to get there & where to park. When to be there. What to wear. What to bring. Where to check in. What the food situation will be (breakfast, lunch or both) as well as any other pertinent information you and your Site Leadership deems important.

α. Be sure that **if any volunteer needs training**, or just wants to become more familiar with what is expected of them, that they are aware of any upcoming Training Events or of the existence of access to online training videos.

α. **Continue to communicate** with Site Leadership about any changes and/or modifications in the screenings. Be sure to address these changes as soon as possible in regards to your volunteers’ assigned positions.
ONE WEEK before your Fair, continue to fill your volunteer positions, welcoming & interviewing new sign-ups, assigning them a job, making sure they are getting the 9Health Fair training & information needed to do that job and giving them the correct information needed to show up on the day of your Fair.

Start finalizing your Master List of Volunteers & prepare a copy for Volunteer sign in. This is needed first thing on the day of your Fair & having it ready and set up at on location of the Volunteer sign in is an advantage if done in advance (the night before).

MORNING OF YOUR FAIR you will need your Master Volunteer List for your use, one for Volunteer Check-In and possibly one other for your Site Leader. Do not be afraid to modify or change any volunteer or their job to best suit a situation. Be flexible & ready for any problems which may arise.

Keep your Site Leadership Team up to date on any late or “no-show” screeners. Cancelled screenings need to be known about throughout your Fair & called into the 9Health Fair Hotline on the day of your Fair so participants can be informed as soon as possible.

AFTER YOUR FAIR de-brief your volunteers, if possible. Survey or interview them, formally or informally, to see what their experience with your Fair was like. This can best be accomplished at the end of your Fair or at another time. Just be sure to gather this information & give yourself and your Site Leadership Team the chance to look at this information.

Follow up to your volunteers with a “THANK YOU” email or any other appropriate communication. Encourage them to volunteer again next 9Health Fair.

And do not forget to thank your fellow Site Leadership Team for 1) getting you to do this for them and 9Health Fair and 2) for the help and support they gave you. Lastly, do not ever forget how much all the volunteers, participants, sponsors & Staff of 9Health Fair appreciates you & all you have done. Thank YOU!