**Job Description for SGCC Volunteer Coordinator**

In general, there are two components to the SGCC Volunteer Coordinator (VC) position:

(1) Support our volunteers leading Community Club events. This generally means setting up a Jooners sign up sheet and emailing it out. When volunteers are new to leading an event, the VC should make sure those volunteers are connected with the person(s) who ran the event previously, point out resources on our website, and show them the "how to plan an event" page on the website. The VC should check in periodically with the chair to be sure they have the help resources they need.

(2) Recognize our Volunteers. This entails keeping track of volunteers who have helped out (ie. completed the "2 Hour Challenge") with anything at school. Basically, if they showed up and helped at something, their name gets added to the list. The best way to track volunteers is to get the names off Jooners sign ups and email each event chair and the garden chairs to ask for a list of folks who helped out. When a volunteers either chairs an event (or serves on the committee of a big event) and/or accumulates a lot of volunteer time then they are recognized with a Star Volunteer lanyard (1st year) or a pin (2nd+ years). There is a spreadsheet on the website that can be used to track volunteer hours. Estimate as needed. About February, email all teachers (including Ms. Stanton, Ms. Campbell, and Ms. Whitaker) to ask for the names of weekly classroom volunteers and room parents. These volunteers should receive the Star Volunteer award at this point. There is a list of people who have already earned the Star Volunteer award on the website (update yearly) so we know who should receive a pin vs. a lanyard.

***Schedule***

September

* Send Out Jooners for events as needed (events typically include Staff Luncheon, Welcome Back Social, Book Fair, Walk-A-Thon, Picture Day, Health Screening Day)
* Decide if you're going to do the 2 Hour Volunteer Challenge (draft flier is on the website). If you do, copy and distribute in folders, Eagle Flier, and via SGCC eblast. Tally results in spreadsheet.
* Get the list of parent emails from the person doing the SGCC directory and import it into Jooners. Sort parent emails into class lists.
* Create spreadsheet and/or decide how you will track volunteer hours.
* Begin the search for any event or committee chair positions that are still not filled.

October

* Send Out Jooners for events as needed (events typically include Costume Exchange, Family Social)
* reate Volunteer Recognition Wall and put up in main hallway.
* Begin tracking volunteer hours.
* For October SGCC meeting, create first set of Star Volunteer awards
* Email Jooners login info to all room parents and let them know they are free to use it as needed.

November

* Send Out Jooners for events as needed (events typically include Santa's Secret Shop, Holiday Cards)
* Track volunteer hours; create Star Volunteer awards; update recognition wall

January

* Send Out Jooners for events as needed (events typically include Spelling Bee, Family Social)
* Track volunteer hours; create Star Volunteer awards; update recognition wall

February

* Send Out Jooners for events as needed
* Track volunteer hours; create Star Volunteer awards; update recognition wall
* Send email to teachers asking for their room parents and weekly volunteers.

March

* Send Out Jooners for events as needed (events typically include Sunol Reperatory Theater Refreshments)
* Track volunteer hours; create Star Volunteer awards; update recognition wall

April

* Send Out Jooners for events as needed (events typically include Earth Week, Art Show, Trashion Show, Spring Fling)
* Track volunteer hours; create Star Volunteer awards; update recognition wall
* Send email to SGCC Board asking if there are any folks you've missed for Star Volunteer recognition.
* If no one has stepped up to organize the school-wide Staff Appreciation Week then use the template found under that link on our website and organize it.

May

* Send Out Jooners for events as needed (events typically include Testing Treats, Staff Appreciation, Book Fair, Hero's Day)
* Lead Staff Appreciation Week if needed.
* Track volunteer hours; create Star Volunteer awards; update recognition wall
* Hand off job to next Volunteer Coordinator.
* Update list on website of those who have received the Star Volunteer award.

***Jooners Info***

Login ID: sunolschool@yahoo.com

Password: sgsvol

***Star Volunteer Awards***

The lanyards and the pins are kept in the SGCC storage container. The laminator and laminating sleeves are in the room between the server room and the library. The library and SGCC take turns purchasing more sleeves as needed. The template for the Star Volunteer badges can be found on the website. The template is set for duplex printing. Be sure that the second page has the mirror image of the names on the first page. If a name is too large to fit in the box, just shrink the font size until it fits.

***A Note on Tracking Hours***

Just estimate! Seriously! If someone showed up to work a shift for anything, they get their 2 hours. If they served on the committee for a big event or chaired any event, give them their Star Volunteer awards. And don't forget to ask the garden chairs who is helping them. Be sure to let them know they don't need to track hours closely!