Project Leader Guidelines

Goal: Engage in service to our community through a fulfilling volunteer experience that benefits people.

Project Leaders will lead the community service event on April 27, 2024. They will be on-site early, through the duration of the work and clean-up efforts. In order to complete that task the following items are required:

- Attend Project leader meetings
- Receive and verify project information by the week of February 4th

  After the week of February 18th, these items are required:

- Recruit three leaders to assist you with the project,
  - Assistant leader: someone who could take over if you were unable to continue, knows what you know and how to do it
  - Workflow expert: a professional in the work you are doing. The workflow expert will be directing people to make sure they are effective and efficient on-site the day of the event. They will also confirm your supply list to make sure you have what is needed the day of the event.
  - Care manager: someone who excels with people. In charge of caring for volunteers/residents on the day of the event on-site (first aid kit, water, lunch for labor intensive projects, prayer). Could oversee communication.
- Visit project site:
  - Confirm the supplies needed for the job site
  - Get a general idea of the workflow, set-up and parking for final communication

- Complete supply list by April 1, 2024- Purchase items in early April
  - Determine if you would like to provide lunch
  - Communicate with volunteers

o Check online sign-ups weekly if using online sign-ups

o Initial communication after sign-up (one initial e-mail per person)

o Final communication to all, the week prior to the project