

Role of the Volunteer Liaison

1. The Volunteer Liaison receives the Volunteer Intake forms and the Volunteer information provided via the online survey.
2. The Volunteer Liaison treats all personal volunteer information collected with confidentiality.
 1. Shares volunteer contact information with only: Facilitators for the purpose of assigning volunteer roles; with a phone helper (if one has been established); and with the SCEC PC and Board Chairpersons.
3. The Volunteer Liaison contacts volunteers first by email with a thank you for volunteering and then by phone to confirm:
 1. if they are still interested / committed to volunteering
 2. dates & days available
 3. locations where the volunteers would be available (Gibsons, Sechelt or both)
 4. roles they are interested in
 5. informs the volunteers that
 1. their information will be entered in a database which will be sorted based on the needs of course Facilitators
 2. that a Facilitator will contact the volunteer directly when the volunteer's name is called up
4. Compiles a database of volunteers based on the information collected through the phone calls. Database should:
 1. include volunteer contact info, dates & days available, locations where available to volunteer (Gibsons, Sechelt or both), roles of interest
 2. have the ability to sort based on facilitator needs, dates & location
 3. have a way to mark which volunteers have been used (SCEC should give everyone who has indicated an interest in volunteering a chance to help)
 4. include a section on facilitators and their contact information
5. The Volunteer Liaison, when contacted by a Facilitator, sorts the database based on the needs of the facilitator and provides the name and contact information of a suitable volunteer to the facilitator.
6. The Volunteer Liaison 'house cleans' the database once a year to make sure people are still interested in helping.
7. The Volunteer Liaison, if they feel they need assistance, requests the SCEC PC Chair to issue a callout for the help of another PC member for contacting potential volunteers.