

Role of Facilitators in Relation to Volunteers

1. Facilitators
 1. determine what type of help they require for the course they are presenting (see note below for options that will be identified through the Volunteer Intake Form)
 2. ask their presenters what type of help they might need
2. Facilitators
 1. contact the Volunteer Liaison as to the type of help required
 2. the Volunteer Liaison will sort the Volunteer Database based on the needs of the Facilitator and provide the name of a suitable volunteer to the Facilitator
3. At this point the Facilitator will take responsibility for contacting the volunteers available to them, as they would best know what help they require
4. Each Facilitator will take about 5 minutes during the last class of their course to:
 1. share with participants the roles and skills SCEC is hoping to fill through volunteers (these are itemized on the Volunteer Intake Form and below for reference)
 2. have the paper copy of the Volunteer Intake Form available to potential volunteers; to be completed and handed in that day
5. Provide feedback to the Volunteer Liaison and the SCEC PC Chair as to the suitability of the volunteer(s) for future use
6. Before a volunteer is added to the Volunteer Database, Facilitators may be contacted by the Volunteer Liaison about the suitability of a volunteer based on the interactions a Facilitator had with the prospective volunteer

Note: Possible Roles of Volunteers

- set up & take down of meeting room
- technical support – skill sets in one or more of:
 - sound system set-up / troubleshooting
 - set up zoom meetings and hybrid courses
 - general computer troubleshooting at a specific course
- join the SCEC Planning Committee – may include one or more of the following:
 - attend and participate in planning meetings
 - become a facilitator
- join the SCEC Board