THE VOLUNTEER TEAM

WHAT IS THE ROLE OF THE SITE LEADER?

You will play an essential role in WashU Engage by coordinating plans at the local level. This position may be held by one or more alumni who share the duties and responsibilities outlined below.

- Identify a need in the local community and collaborate closely with a non-profit to organize a service project.
- Coordinate with agency staff to set a date for the project during a time which is convenient for you and which does not conflict with other events in the city.
- Work with agency staff to plan a brief educational orientation to the service project, the agency, and the need in the community for the service.
- Work with agency staff to compile necessary information about the agency and the service project for communication and marketing materials.
- Serve as a communications liaison between agency staff, local alumni volunteers, and the Alumni Association.
- Attend any orientations required by the agency prior to the service project. Communicate information from this orientation to the Alumni Association and other alumni volunteers.
- Assist in recruiting volunteers by reaching out to personal networks and classmates.
- Arrange appropriate meals, snacks, or drinks, which may include a continental breakfast prior to the service project, lunch following the service project, water for outdoor projects, etc.
- If required, ensure waivers are collected for all participants,
- Help to inform alumni what to expect before arriving
- Facilitate and lead discussion and reflection following the service project. Questions will be provided, and ideally this discussion can be co-facilitated with agency staff.

HOW DO I ASSEMBLE A TEAM?

You may decide to delegate roles to include others on a leadership team:

**Educator** – This person, associated with the agency, will inform the volunteers of the agency’s history, mission, and scope of their service. If a Washington University alumnus/a is associated with the agency, this will be great role for them to fill.

**Social Media Liaison** – This volunteer will serve as the liaison between the Alumni Association Marketing Coordinator and the site leader. The social media liaison will utilize Facebook, Twitter, and Instagram leading up to and during the project to increase participation and excitement for WashU Engage in their city. They will take and post photos during or after the event on social media. See Social Media tip sheet included in this handbook.

**Discussion Leader** – Facilitate and lead discussion and reflection among project participants following the service project using questions provided in this handbook.