

Honorable Ivan Allen

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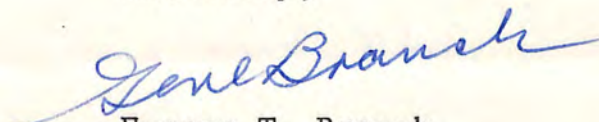
February 28, 1969

volunteers, both individuals and groups. Since that time the Steering Committee has been at work and we have now come up with a specific proposal for the establishment of such a volunteer agency. As it now stands, it appears that the sponsors will be the Atlanta Junior League, the Community Council of the Atlanta Area, Community Chest, the Atlanta Chamber of Commerce, and E.O.A.

We simply want to talk with you and Dan and get your suggestions and reaction to the plan. We believe that volunteers constitute the largest untapped resource for help on our urban problems. Making this resource truly effective is not an easy task, but it has been done in other cities and there is no reason why we can't do it here. Also, we feel that a permanent organization of this type will provide a means for injecting newcomers to Atlanta into activities involving their interests which will help us to maintain a sense of community as Atlanta expands. I understand that our appointment is for 2:00 o'clock, and we look forward to seeing you.

Best personal regards.

Sincerely,


Eugene T. Branch

ETB:hm

Enclosures

cc: Mr. Dan Sweat

A VOLUNTEER COORDINATING AGENCY

Purpose:

To provide a central point where volunteer activities could be coordinated, developed and organized so that the vast reservoir of man and woman power who are looking for ways to make constructive, significant contributions to the community can be utilized. This would be more than the traditional volunteer bureau. It would not only work with existing programs but also develop new areas of service for individuals and groups and be innovative in its approaches. For the most part it would be organized, administered and operated by volunteers and its functions would vary according to the group or organization it was working with.

Functions:

1. AGENCIES REGISTER NEEDS - It would be a place where agencies can register their needs for individual volunteers and group projects.
2. VOLUNTEERS REGISTER - It would be a place where individuals or groups can register and become known to an agency or program where his capabilities and interests can be used to best advantage.
3. SCREENING - It would conduct an initial screening of volunteers to protect the agency from clearly unsuitable applicants, while the agency retains its right to select its own volunteers.
4. EFFECTIVE - It would offer leadership on the effective use of volunteers. Develop innovative programs and provide new areas of service.
5. TRAINING - It would provide orientation and training to volunteers of both a general and specific nature so that volunteers would be

better prepared for and have a clearer understanding of their assignments and how they fit into the health and welfare picture of Atlanta.

6. COUNCIL OF CIVIC ORGANIZATION - It would provide a framework for communication among civic organizations regarding their own areas of community participation.
7. EDUCATE PUBLIC - It would conduct regular programs to educate the public about projects and problems in the fields of health, welfare and enrichment.
8. WORKSHOPS - It would develop as part of its educational program the following workshops:
 - a. Workshops with supervisors of volunteers.
 - b. Workshops with "administrative volunteers" (policy making boards, etc.).
 - c. Workshops designed to acquaint new-comers (and others) with programs and agencies, problems and opportunities in the fields of health, welfare, enrichment and education.
 - d. Separate workshops for volunteers in the areas of
 1. arts
 2. health
 3. education
 4. poverty
 5. recreation

Organization:

It would be staffed by a full-time, well qualified paid Executive Director and a full-time paid secretary at the out set. Staff would be added as necessary to take care of the expanding program. (See Job Description)

The Executive Director would be assisted by volunteer chairmen of Recruitment, Screening Education, Job Development, Agency Relations and Public Relations. They would serve for a two year term.

The agency would be governed by a Board of Directors with a total membership of 25. It would be composed of the above mentioned volunteer chairmen; representatives of agencies, serving on a rotating basis; a representative each from the Community Council of the Atlanta Area, Inc. and the Chamber of Commerce; people who are representative of volunteer programs (Model Cities, Economic Opportunity Atlanta, Urban Training, VISTA); people who are representative of organizations (Junior League, Council of Jewish Women, Junior Chamber of Commerce, Kiwanis, Women's Chamber of Commerce, United Church Women, etc.); people who are representative of labor and the business and professional community. These Board members would be selected as individuals by the agency's nominating committee to be representative of a certain sector, interest or expertise rather than to represent their own organization.

Sponsors:

The following agencies and organizations have shown interest in it and indicated support. Representatives have been meeting as a Steering Committee and have helped shape this proposal.

1. Atlanta Junior League
2. Community Council of the Atlanta Area, Inc.
3. Community Chest
4. Atlanta Chamber of Commerce

Location:

Preferably the physical facilities should include the following:

1. Office space for a minimum of seven people (four staff and three full time volunteers).
2. Adequate parking nearby for a minimum of fifty cars.
3. Be in an area that is well lighted, and where staff and volunteers would feel comfortable when attending meetings at night.
4. A large meeting room in the building or nearby that could be utilized for training sessions or conference meetings.

BUDGET

<u>Personnel</u>	<u>Cost</u>	<u>Total Cost</u>	
Project Director	\$ 12,500		
Executive Secretary	5,000		Minimum staff
Fringe benefits	<u>1,900</u>	\$ 19,400	
 <u>Permanent Equipment</u>			
6 desks, executive @ \$150	\$ 900		
6 chairs, executive @ 90	540		
1 desk, secretarial	150		
1 chair, secretarial	80		
7 side chairs @ 30	210		could be donated
1 electric typewriter	550		
3 manual typewriters @ 220	660		
4 file cabinets, 5 drawer @ 100	400		
equipment maintenance	<u>500</u>	\$ 3,990	
 <u>Consumable Supplies</u>			
Office supplies and postage	\$ 1,150		
Educational materials	<u>1,200</u>	\$ 2,350	minimum necessary to train 300 volunteers
 <u>Travel</u>			
Local, 15,400 miles @ .10 per mi.	\$ 1,540		
1 out-of-town trip	<u>300</u>	\$ 1,840	to reimburse 6 people for travel and public relations
 <u>Miscellaneous Expenses</u>			
Rent - 1,200 sq. ft. @ \$3.00 per sq. ft. per year	\$ 3,600		could be donated
Telephone	900		
Insurance and bonds	150		
Promotion and publicity	1,000		could be donated
Auditing	600		could be donated
Organization dues	250		
Publications	75		
Meeting space for training classes and board meetings, 80 days @ \$30 per day	<u>2,400</u>	\$ 8,975	could be donated
		<u>\$ 36,555</u>	
	<u>Total Costs</u>	<u>\$ 36,555</u>	

Staff - (Job Descriptions)

The Project Director will be responsible to the Board of Directors.

a. Duties and Responsibilities

- (1) Administration of the program. Guidance and supervision of all staff engaged in the project.
- (2) Promote the Volunteer Project in all necessary areas particularly public and voluntary agencies, and to the general public. Interpretation of the goals to the Volunteer Project.
- (3) Responsible for all publicity of the program. Review all assignments for speaking engagements.
- (4) Supervisor of volunteers who will organize, plan and develop all training classes.
- (5) Select and work with volunteers and agencies in developing curriculum for classes. Edit training manual and select all materials used in course.
- (6) Work with Board of Directors of the Volunteer Project and sub-committees in operation of program.
- (7) Work with volunteers to develop contracts with agencies and organizations for training programs for other volunteers.
- (8) Program planning and development for future expansion of the Volunteer Project.

b. Qualifications

- (1) Executive ability necessary for the administration, promotion and implementation of the Volunteer Project.
- (2) Ability to relate to individuals and groups both professionals and volunteers. Good judgement in selection of staff, faculty and trainees.

- (3) Experience and skill in community organization. A thorough knowledge of the health, welfare and education resources of the community.
- (4) Understanding of the needs of lower income people in order to plan training programs that will equip volunteers to make significant contributions toward meeting some of these needs.
- (5) Background and academic degree in Education, psychology, social work or a related field.
- (6) Administrative experience.

2. Secretary

The secretary of the Volunteer Project shall be responsible to the Director of the Volunteer Project.

a. Duties and Responsibilities

- (1) Personal secretary to the Project Director, i.e. appointments, telephone calls, personal files, etc.
- (2) Supervision of all office clerical work. Should be capable of properly coordinating all work, insure proper distribution of workload and relieve the Director of tasks which come with supervision of clerical work.
- (3) Personally responsible for all documentary typing, program development, evaluation, proposals, budgets, etc.
- (4) All dictation and transcription for entire department.
- (5) All typing for recruitment and publicity.
- (6) Record all sessions in connection with evaluation and in regular training sessions when necessary.
- (7) Minutes of all meetings requiring the use of shorthand.

- (8) Direct supervision of all filing procedures. See that all records are filed regularly and properly.
- (9) Keep complete records of all supplies and postage charged to the Volunteer Project

b. Qualifications

- (1) Good typing speed.
- (2) Excellent shorthand speed to enable her to take verbatim notes at all conferences and teaching sessions where necessary.
- (3) Good overall understanding of office procedures and policies.
- (4) Ability to work well with people, with initiative to do a job on her own without involved instructions. Ability to supervise additional clerical staff.

MG:ja
2/13/69