

## A COORDINATING AGENCY FOR VOLUNTEERS

### 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.

### Function:

1. It would be a place where agencies can register their needs for individual volunteers and group projects.
2. 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. 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. It would offer leadership on the effective use of volunteers.
5. It would provide a framework for communication among civic organizations regarding their own areas of community participation.
6. It would conduct regular programs to educate the public about projects and problems in the fields of health, welfare and enrichment.
7. It would develop challenging opportunities for volunteer commitment.

### Sponsors:

Possible sponsors could be the following as well as other interested organizations:

- |  |                                |
|--|--------------------------------|
| 1. Atlanta Junior League                       | 4. Women's Chamber of Commerce |
| 2. Chamber of Commerce                         | 5. United Fund                 |
| 3. Community Council of the Atlanta Area, Inc. |                                |

Membership:

Members would be solicited from organizations and agencies that are possible providers and users of volunteers.

Location:

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.

How It May Be Financed:

There are various ways in which the volunteer project can be financed and services provided. A few of these are listed as follows:

1. Community Council of the Atlanta Area Inc. - Technical assistance and assistance in training of neighborhood aides.
2. Junior League - Financial support, and volunteers to staff the office and assist project director
3. Chamber of Commerce and Women's Chamber - Financial assistance and publicity.
4. Foundations - Financial grants
5. Business - Office and meeting spaces, equipment, financial donations
6. United Fund - Financial assistance
7. News media - Publicity. Perhaps a daily column on needs of and services provided by volunteers, radio announcements.
8. EOA, VISTA, Member agencies - Staff to teach training courses, and perhaps funds to train volunteers for them.

<u>Personnel</u>	<u>Cost</u>	<u>Cost</u>	
Project Director	\$ 12,500		
Executive Secretary	5,000		Minimum staff
Neighborhood Aides 2 @ \$4,000	8,000		
Fringe benefits	2,100	\$ 27,600	
<u>Trainees</u>			
Subsistence (\$1.00 per day x 12 x 300 trainees)	\$ 3,600		
Travel (\$.50 per day x 12 days x 300 trainees)	1,800	\$ 5,400	meals, refreshments and travel necessary to train 300 volunteers
<u>Permanent equipment</u>			
6 desks, executive @ \$150	\$ 900		
6 chairs, executive @ 90	540		
1 desk, secretarial	150		
1 chair, secretarial	80		could be donated
7 side chairs @ 30	210		
1 electric typewriter	550		
3 manual typewriters @ 220	660		
4 file cabinets, 5 drawer @ 100	400		
equipment maintenance	500	\$ 3,990	
<u>Consumable supplies</u>			
Office supplies and postage	\$ 1,150		minimum necessary to
Educational materials	1,200	\$ 2,350	train 300 volunteers
<u>Travel</u>			
Local 15,400 miles @ \$.10 per mile	\$ 1,540		to reimburse 6 people for travel necessary and public relations
1 out of town trip	300	\$ 1,840	
<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	2,400	\$ 8,975	could be donated

Overhead costs. 34.5 % of \$50,155

\$17,303

only necessary if  
housed in ongoing  
agency - not needed  
if organization is  
separate

Total Costs

\$67,458

Total possible donation

\$28,893

Total of minimum funds  
necessary if separate  
agency and all listed  
donations received

\$38,565

Paid Staff Organization:

1. Project Director

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 of 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) Administration experience.

## 2. Neighborhood Aides

The Neighborhood Aides will be responsible to the Project Director.

### a. Duties and Responsibilities

- (1) Responsible for volunteer recruitment of residents from low income groups.
- (2) Assist with interviewing and screening of trainees from low income areas.
- (3) Maintain contact with neighborhood organizations and community leaders. These will include P.T.A., church, civic, service social tenant associations, and other groups.
- (4) Attend meetings of community organizations to inform people of program. Make speeches and public appearances to interpret the Volunteer Project in low income areas.
- (5) Develop records of recruitment resources within these groups. Initiate follow up procedures for recruitment.
- (6) Organize house meetings to publicize Volunteer Projects in small communities.
- (7) Work with volunteers from target areas to develop additional recruitment resources.
- (8) Develop special publicity materials, flyers, posters, brochures for use in low income areas.
- (9) Work with Project Director to gain first hand information on volunteer placements needed.
- (10) Act as liason between Project Director and volunteer staff, and residents of low income areas.

b. Qualifications

- (1) Ability to communicate effectively with residents of low income areas both low and middle income groups.
- (2) A good grasp of the problems in low income areas and receptiveness to new ways of doing things.
- (3) Knowledge of community organizations, church, civic, P.T.A., service and other groups in low income areas.
- (4) Ability to discern the qualities that make a good volunteer and assist in interviewing and screening candidates for training.

3. 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 to a job on her own without involved instructions.  
Ability to supervise additional clerical staff.