



ROLE DESCRIPTIONS

12/15

STAFF VOLUNTEER COORDINATOR

Responsible for facilitating the setup of systems and procedures for assessing needs for volunteers, recruiting and selecting volunteers, training volunteers. The volunteer coordinator is the individual that manages volunteers and volunteer programs and coordinates with administrative support staff. The volunteer coordinator handles the recruiting, interviewing, selecting, training, scheduling, supervising, and evaluating of volunteers. The volunteer coordinator also works to ensure that the volunteer activities meet the organization's needs. The volunteer coordinator coordinates the database of volunteers and maintains the volunteer management record keeping system. The volunteer coordinator manages recognition, risk management, and communication for volunteers and is responsible for reviewing, approving and tracking reimbursement of volunteer actual out of pocket expenses. Specific responsibilities include:

- *Recruitment:* The Volunteer Coordinator recruits potential volunteers for specific volunteer positions, projects or special events.
- *Screening/Interview:* The Volunteer Coordinator reviews volunteers' interests, assesses skills, and gauges commitment.
- *Orientation/Training:* The Volunteer Coordinator provides all volunteers with general orientation on the nature and purpose of the agency, all pertinent policies and procedures, and work to which the volunteer has been assigned; the Coordinator also provides volunteers with appropriate job descriptions.
- *Assignment:* The Volunteer Coordinator matches volunteers' interest and skills with <fabricate> requests.
- *Supervision:* The Volunteer Coordinator will check in occasionally with the volunteers and staff for feedback and evaluation.
- *Tracking:* The Volunteer Coordinator manages volunteers' contact information and hours volunteered. The Volunteer Coordinator must have volunteers' names, contact information and volunteer hours or the volunteers' program supervisor in order to be invited to formal recognition events.
- *Recognition:* The Volunteer Coordinator thanks the volunteers in appropriate relation to the volunteers' contribution. That includes informal appreciation, thank you letters/notes, celebrations/events, gifts, etc.

MAKER

Includes but is not limited to crafters, educators, tinkerers, hobbyists, engineers, scientists, artists, and creative thinkers. Specifically volunteer activities include:

- Brainstorming AT solutions
- Drawing/drafting AT solutions
- Making AT solutions

MARVEL MAKER

Includes but is not limited to guru “Makers” willing and able to instruct others on making AT solutions.

COMMUNICATOR

Includes but is not limited to language enthusiasts, writers, web developers, social media gurus, and self-proclaimed technology geeks. Specifically volunteer activities include:

- Outreach to community organizations for donations
- Writing fabricATe success stories
- Set-up and/or management of a website/social media site

RECORD KEEPER

Responsible for managing and maintaining the Volunteer Record Keeping System and for tracking donations.

A Volunteer Record Keeping System provides a method for tracking volunteers and their involvement. Such a system may be computerized or hard copy (paper) or some combination of the two. A volunteer record keeping system allows the volunteer coordinator to document a variety of items, including but not limited to: volunteer applications, agreements, time, contributions, positions, areas for commendation. Volunteer record keeping systems are often used for volunteer retention and recognition, as well as other internal and external reporting on volunteer activities.

DONOR¹

Individuals with the ability to give or provide access to “all things necessary” and support the fabrication of AT solutions. The types of donations include:

- Time (e.g., employee time away from work; toward credit; etc.)
- Tools/Equipment
- Materials/Expendables
- Space (real or virtual)
 - a. to make solutions (fab lab)
 - b. to store supplies/materials/tools (fab store)
 - c. to hold brainstorming sessions (fab tank)
 - d. to display AT solutions (fab show)

¹ NOTE fabricATe *is not* a tax-exempt nonprofit organization (e.g., 501c3)