

ROLES AND ASSIGNMENTS

EVENT LEAD

Oversees and manages all components of the service event from initial planning to the day of operations.

Responsibilities

- Coordinates and communicates with any partner organizations involved in the day of service. Communicates logistics and any changes in plans.
- Oversees the planning for the event by developing and updating the event timeline.
- Organizes and leads planning meetings and tracks volunteer recruitment progress.
- Leads site visit and establishes tasks for other team leaders.
- Serves as primary point of contact for all questions or trouble-shooting the event.
- Leads the day of event activities.
- Training event participants and or the Day-of-Event Team Leaders who will train the participants.

RESOURCE CAPTAIN

Coordinates the resources needed to run the event, including acquiring, transporting, and distributing them.

Responsibilities

- Establishes and maintains the list of materials needed for the event.
- Works with other groups or organizations to procure material, food, and infrastructure (tables, chairs, meeting space, etc.).
- Coordinates transportation and distribution of event material.

DATA CAPTAIN

Collects and tracks the names of event invitees and participants as well as feedback from the event.

Responsibilities

- Works with the Volunteer Recruitment Captain in establishing and tracking volunteer recruitment prospects, contacts and commitments.
- Tracks progress to goal for event volunteer recruitment.
- Leads volunteer sign-in at the event using the form available in the USAservice.org resource library – www.usaservice.org/serviceresources
- Leads data reporting after the event.

VOLUNTEER RECRUITMENT CAPTAIN

Leads a team of volunteers who recruit others to participate in the event.

Responsibilities

- Plans and runs volunteer recruitment activities such as connecting with other organizations, phone banks and canvasses.
- Contacts other groups and organizations to seek their participation in volunteering for the event.
- Works with the Data Captain in maintaining volunteer prospect and commitment lists as well as tracking progress toward the goal.

DAY-OF-EVENT TEAM LEADER(S)

Manage groups of volunteers on the day of the event. Especially useful when there is a large group of volunteers (twenty or more) who need to be trained and guided during the event. The Volunteer Recruitment Captain and Resource Captain can both serve as Team Leaders on the day of the event.

Responsibilities

- Participate in pre-event training to prepare for the service event.
- Train a team of volunteers on the skills, actions, and process needed for the service event.
- Serve as direct point of contact for the team volunteers during the event.

ADDITIONAL LEADERSHIP POSITIONS AND RESPONSIBILITIES

The event lead and organizers should determine if additional leadership roles are necessary.

Other possible responsibilities

- Taking photographs at the event.
- Arranging to have a local elected official or community leader to talk about traditions of service. Examples include the legacy of Dr. Martin Luther King Jr., the history of any partner organizations involved in the project, or any notable service efforts in the area