

Plant Sale Volunteer Coordinator/Scheduler
(+with staff coordinator)

Prior to Plant Sale week:

- Attend all general meetings of committee chairs.
- Identify all areas that need volunteers, based on input from staff coordinator and committee chairs.
- Identify volunteer needs for areas not directly under a chair (office, if needed – may not be needed with sale on our grounds).
- Get names (and addresses if non-members) from committee chairs and compile a complete list of all volunteers (needed for name tags, vouchers, food planning purposes, thank you, notes, etc.).
- Call and email committee chairs with volunteer information obtained from *Hybrid* flyer and other sources as soon as received. Confirm that chairs will contact these people immediately and inform you of the results of the call – whether the person will help on the committee you have referred them to or prefers some other committee.
- Committee chairs should contact volunteers directly about assigned shifts, etc.
- If no specific area of interest is listed or mentioned, several chairs can be notified of the person's interest in volunteering. Follow up with chair to be sure volunteer doesn't receive multiple asks.
- Periodically review volunteer lists and to assure adequate coverage for Plant Sale week.
- Approximately three weeks prior to sale, contact chairs for complete lists of volunteers (being sure to get non-members' addresses) and provide staff coordinator with volunteer names for nametags, etc.
- By late spring, send updated Volunteer Information Sheet to committee chairs for distribution to all their volunteers.
- Be sure chairs have schedules of volunteers for week of sale including sale times.
- Create final volunteer list with hours to be used for eligibility for volunteer shopping (if offered, depending on plants left on field – volunteers should sign work sheets in Volunteer Tent area – Anne Papa can help you with this.

During Plant Sale week:

- Work up and post schedule of day-by-day volunteer coverage during plant sale week to assure presence of volunteers on field for all relevant hours.
- Monitor distribution of volunteer vouchers using guidelines and volunteer hours.
- Manage volunteer station: check volunteers in and out; provide them with supplies; handle announcements for volunteers; track lists of volunteers and coordinate any changes with committee chairs. Reassign volunteers when necessary. (Cell phones would be helpful)
- Get to know new volunteers on field and cultivate their involvement.
- At Saturday closing, help chairs and logistics committee coordinate volunteers for the tear-down.