

## **Volunteer Hours Coordinator Job Description**

The volunteer hours coordinator has a very unique job. One in which they have the ability to promote positive action, give recognition and, establish teamwork. All three of these are a very important part of having a successful club. They provide documentation and past history of accomplishments, which is a valuable asset for getting donations, park passes, and presentations at public meetings to name a few.

Volunteer time is becoming such an important part of our funding in all agencies, as well as, a part of our own organizations lively hood. Because of this need for funding through grants and donations, proper documentation is becoming increasingly important.

While representing your chapter and the BCH you will need to work with several different agencies. It may server your chapter best to be included in agency meetings regarding your chapters work parties. Establish a contact person at the agency to whom you can report work party hours and gather valuable information to report back to your chapter.

Hours that have been report to agencies should be kept track of in a log. This log should be reported with your chapter's hours to the state. Offer to send a year-end report to the agency. Let the VHC for the state know in advance so the report can be prepared and to whom it should be sent.

When working in conjunction with other organizations, make a note on your volunteer hours form. If the other origination does not have a volunteer hours person, take the time to note their names and organization. Fill out a volunteer form and offer to send it to them. If you are unable to send it to them, put the hours under misc. hours for the BCHW. Remember, we're working towards the same goal, to keep the lands open to the public. Just that small gesture of offering to take notes shows teamwork and positive action on behalf of the BCH.

A work party should be documented in your chapter's minutes. Take the time to make the proper phone calls if it is a spur of the moment work party, see to it that it's logged in as an activity with your chapter and agency prior to anyone working. This is for insurance purposes.

Before the work party begins; discuss the project in detail, determine what you will need to do the job. Provide the agency a current listing of the chapter members, where they will park, if spending the night, tools they will be using and number of

stock. In some cases what type of truck and trailer rigs. Your person in charge of trail work parties will take care of most of that information. For your part as the VHC, have either a sign up sheet or a volunteer take notes. Have the Trail person take a brief description of the work site prior to work beginning; describe what was done in detail, then a brief description after work has been complete. Send a complete report to the agency contact person after the report is complete. Include any materials used.

**IF THERE IS EVER AN INJURY CALL THE AGENCY CONTACT PERSON ASAP AND MAKE AN IMMEDIATE REPORT.**

If your chapter is a large chapter covers many different agencies, you may want to consider sharing this job with another person in the chapter, each one taking on a separate agency to report on. This will allow each person time to prepare a better report to share with your chapter as well as the agency and state VHC. This will also get more members in your chapter involved. Do not hesitate to ask for help.

There are several ways you can turn your hours over to the state. The state VHC would like to have them as soon as possible. With all the new sheets that are available, you can email them after each one is complete. If you chose to use the spreadsheet, email the spreadsheet periodically. Information can be entered into the states database, and then emailed back to you for your chapter's inspection, making sure that the state has the proper information. The goal is to see to it that **YOUR** members get full credit for what they have done. And that is the most important part of your Job!!

**Bring your heart and your sense of humor to your volunteer service, along with the enthusiastic spirit, which is, in itself, a priceless gift. What you'll get back will be immeasurable!**