

Just Neighbors Interfaith Hospitality Network

JUST NEIGHBORS (IHN) COORDINATOR GUIDELINES

The **JUST NEIGHBORS (IHN) Volunteer Coordinator(s)** serve as the person(s) that coordinates the volunteers and activities provided to JUST NEIGHBORS (IHN) by their church or group. This person(s) will be the primary contact for volunteers and the staff of JUST NEIGHBORS (IHN).

It is suggested that the **Volunteer Coordinator(s)**:

- Provide information to church/group members about the opportunities to serve and support JUST NEIGHBORS (IHN)
- Attend and participate in the Volunteer Coordinator meetings.
- Remain updated on the JUST NEIGHBORS (IHN) Staff members, job titles and schedules.
- Communicate to their church/group the opportunity to participate in periodic JUST NEIGHBORS (IHN) fundraisers.
- Lead their church/group into understanding their involvement with JUST NEIGHBORS (IHN).
- Understand and help volunteers understand the guidelines for interaction with guests and the week's activities.
- If needed provide a method by which volunteers can sign up for the different activities needed.
- Communicate the expectation of volunteers being responsible for the activity they signed up for.
- Provide enough volunteers to meet the needs of the week's activities.
- Communicate with the JUST NEIGHBORS (IHN) staff ahead of your volunteer time to determine the current number and ages of guests. When providing meals check for dietary restrictions. Let your volunteers know this information in a timely manner.
- Provide support to your volunteers either in person or by phone during your volunteer time.
- Direct all volunteers to sign the volunteer sheet each evening and connect with the staff person on duty.
- Provide the JUST NEIGHBORS (IHN) staff with your phone number(s) and email address for communication purposes.

Each Church or group that volunteers at JUST NEIGHBORS (IHN) is different and may have methods unique to them that helps them implement these guidelines.

1/10/2013