Volunteer Task Chart

**Please fill in all parties that will be responsible for the task below, please feel free to add tasks as needed.**

Community Engagement



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| **Task:** | **Responsible Person(s):**  |
| Identify like-minded community groups |  |
| Contact community groups |  |
| Research upcoming community events |  |
| Invite community groups to an AFS event |  |
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Volunteer Recruitment & Engagement



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| **Task:** | **Responsible Person(s):**  |
| Recruit new volunteers |  |
| Welcome new volunteers  |  |
| Event greeter  |  |
| Volunteer recognition  |  |
| Mentor volunteers |  |
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Hosting



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| **Task:** | **Responsible Person(s):**  |
| Phone calls, emails, make personal contacts to promote hosting |  |
| School and community presentations, tabling  |  |
| Follow up on leads from Global Link  |  |
| Send student bios to interested families  |  |
| In-home interviews |  |
| School contacts for placement permission & PAFs |  |
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Sending



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| **Task:** | **Responsible Person(s):** |
| Phone calls, emails, make personal contacts to promote sending |  |
| School and community presentations, tabling |  |
| Follow up on leads from Global Link |  |
| In-home interviews |  |
| Scholarship Interviews  |  |
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Support



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| **Task:** | **Responsible Person(s):** |
| Recruit and assign student-family Liaisons |  |
| Ensure all Liaisons are trained annually  |  |
| Trouble-shoot when questions arise with which Liaisons request assistance |  |
| Communicate issues to AFS-USA Support Specialist |  |
| Monitor monthly contacts are made & entered in Global Link, and followed up on as needed |  |
| Call the Duty Officer for after hour emergencies and urgent participant moves |  |
| Assist with participant moves  |  |
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Compliance/Liaison



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| **Task:** | **Responsible Person(s):** |
| Ensure all hosted participants and host families are assigned a local Liaison |  |
| Monitor that Liaisons file all monthly and in-home visit reports  |  |
| Provide training and serve as an advisor for Liaisons  |  |
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Orientations



**Sending – Pre-Departure**

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| **Task:** | **Responsible Person(s):** |
| Determine and arrange timing & location, refreshments  |  |
| Contact potential attendees & track RSVPs |  |
| Choose & organize session content  |  |
| Lead sessions |  |
| Enter activity in Global Link & update attendance after event |  |
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**Hosting Arrivals**

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| **Task:** | **Responsible Person(s):** |
| Determine student arrival timing & make airport pickups  |  |
| Arrange housing and food |  |
| Choose & organize session content  |  |
| Lead sessions |  |
| Enter activity in Global Link & update attendance after event |  |
| Arrange non-session activities |  |
| Communicate arrival orientation schedule & location to host families |  |
| Construct & distribute contact lists to volunteers, families & students |  |
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**Hosting Post-Arrival**

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| **Task:** | **Responsible Person(s):** |
| Determine and arrange timing & location |  |
| Arrange housing and food |  |
| Choose & organize session content  |  |
| Lead sessions |  |
| Enter activity in Global Link & update attendance after event |  |
| Arrange non-session activities |  |
| Communicate orientation schedule & location to host families |  |
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**Hosting End of Stay (EOS)**

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| **Task:** | **Responsible Person(s):** |
| Determine and arrange timing & location |  |
| Arrange drivers |  |
| Communicate drop –off schedule & location to host families & students |  |
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**Hosting – Non-mandatory Events**

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| **Task:** | **Responsible Person(s):** |
| Determine number of non-mandatory events and locations (eg. NYC trip)  |  |
| Arrange housing and food |  |
| Arrange activities |  |
| Communicate schedule & plan to host families & liaisons (manage responses) |  |
| Invite students/manage RSVP list |  |
| Coordinate transportation |  |

Sponsored Programs



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| **Task:** | **Responsible Person(s):** |
| Coordinate enrichment programs |  |
| Budget activities |  |
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Returnee Engagement



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| **Task:** | **Responsible Person(s):** |
| Host welcome home event |  |
| Recruit returnees to register as AFS volunteers |  |
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Marketing



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| **Task:** | **Responsible Person(s):** |
| Develop and maintain social media |  |
| Promote AFS  |  |
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Treasurer



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| **Task:** | **Responsible Person(s):** |
| Maintain the Team’s finances |  |
| Work with Field Finance Staff on any issues  |  |
| Complete required monthly and annual financial reports with timeliness and accuracy  |  |
| Consult with Field Finance Staff to open any bank accounts for your team  |  |
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Chair



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| **Task:** | **Responsible Person(s):** |
| Facilitate annual planning and budgeting for team |  |
| Preside at team meetings |  |
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