**Be Proactive: Keep an Open Mind: Involve All Volunteers**

**Goal—Roles**

Come together and set local vision and team goals for 1-2 years: Our team Vision statement; Host, Study Abroad, Social Activities, Orientations, Volunteer together at a Community Event, Recognition, Something New.

**Role—Tasks**

[What roles are needed to realize your goals?](https://myafshelp.afsusa.org/hc/en-us/articles/115001551588-Overview-of-Volunteer-Roles-and-Job-Descriptions-in-a-Team)

Make a list of all the roles currently held in your team, list any they you would *like* to fill.

Have currentvolunteers write their own Job Descriptions and a list of tasks they do.

The Volunteer Coordinator could be the keeper of the Job Descriptions and Tasks list.

**Task—Volunteers and New Volunteers**

Ask volunteers to select Roles and Tasks that fit for them. Volunteers may reveal hidden interests and skills. Be flexible and reassign tasks, consider sharing tasks or splitting tasks to fit volunteer interests. Bring in new volunteers to share tasks. Continuously invite new potential volunteers to participate in AFS activities. Involve host families, study abroad families, participants and friends and acquaintances to energize tasks.

**New Tasks—Training and Mentoring**

Cross-training: Have volunteers re-write their own job description as it has evolved. Mentor each other as volunteers: have others ready to help you & cover for you when you are gone. Roles can rotate or co-coordinate, so the role is spread out to more volunteers. Work as a team of liaisons, orientation group leaders…

**Utilize Training resources**: MyAFS and Help and Learning, [join role-specific webinars](https://myafshelp.afsusa.org/hc/en-us/articles/360011614533-Join-a-National-Webinar) (Support, Chairs, Volunteer Coordinators) Staff Specialists, & Organizational Development team projects.

**Celebrate—recognize and acknowledge each other**. Volunteers join and connect with a vibrant community of people where they are needed and valued. Recognize volunteers who retire.

Talk about AFS to others. Share the AFS mission in unique ways in your community.

**Unplanned Succession** Volunteers will unexpectedly move on. Look at your task list as a group to see if other volunteers fit or desire a task. Consider if current tasks of volunteers taking over can be taken on by others or newer volunteers. Reassess and Reassign tasks.