Tackling the Tasks
Energize Volunteers and Get Things Done
Tackling the Tasks
Today’s Discussion

1. Quick Recap of Task-Based Initiatives
   Where has this idea come from? Actions?

2. Task-Based Methodology
   A closer look at a task-based approach

3. Sharing a Team’s Experience
   A task-based pilot project

4. Small Group Collaborations
   Trying out your task-based skills
1. Recap of Initiatives

**Task-Based**

- AFS-USA's Strategic Plan
  - Reimagine the Role of the Volunteer
    - March 2013
    - Program Delivery Analysis and Design
- Volunteer Strategic Planning Meeting
  - Sept. 2014
  - New York
- Spring 2015
  - The Task Project
  - Nine Area Teams
  - Completed Task-Based Pilot Projects
  - Nov. 2016
2. Task-based Approach
The Role Culture

- Clear roles and responsibilities
- Hierarchical
- Chains of command
- Individual steps into a role... but role exists even if individual leaves

Well-defined structure
Good quality work

Lacks flexibility
Slow decision-making and change
2. The Task Culture

- Job and project-oriented
- Right person for the job
- More opportunity to influence and contribute
- Flexible…project groups can be re-formed, abandoned or continued

Improved efficiency
Quick to respond and adapt

May challenge established positions of authority
1. Task usually refers to a *clearly defined* piece of work, sometimes of short or *limited duration*, *assigned* to or expected of a person.
2. Task Management Tools

TO DO LIST
1. SO
2. MANY
3. THINGS
Getting Things Done
GTD Productivity Model

Capture → Collect ideas
Clarity → Define specific actions
Organize → Group and prioritize
Reflect → Review frequently
Engage → Recruit resources

1. Track Progress 2. Celebrate Completion
Steps to Success

1. Define Tasks
2. Recruit Volunteers
3. Track Progress
4. Celebrate Achievements
2. Types of Tasks

1. Core Activity Tasks
   - Pre-defined
   - Predictable
   - Often compliance-driven

2. Special Project Tasks
   - Project or team specific
   - Collaborative
   - Unique
2. Task Examples...

- **Hosting**
  - Conduct a Host Family Interview

- **Sending**
  - Organize a school presentation

- **Support**
  - Document a Monthly Contact

**School Appreciation**
Coordinate and deliver school appreciation gifts
2. Keep it Simple

1. Define with a simple list (Excel spreadsheets works great!)
2. Recruit with a team email
3. Track right on the spreadsheet (maybe share with a Google Doc)
4. Celebrate as a team
3. Pilot Project
Sharing a Team’s Experience

Hosting Season Kick-off Campaign

GOAL & Desired Outcome
Organize host family recruiting activities...achieve 35% volunteer participation across 10 school districts.

1. Coordinate a ‘Pay it Forward’ request to host families
2. Coordinate email blasts in school districts that fill quickly
3. Post a hosting flyer
4. Post hosting blurb on social media
5. Distribute hosting flyers in targeted neighborhoods
6. Tap into a sport or activity of one of our hosted students
7. Connect with a community organization
8. Organize a hosting event
4. Small Group Activity
4. Small Group Collaborations

**Group A**
School Appreciation Event

**Group B**
Community Connections Campaign

**Group C**
Returnee Re-Connect Event
Questions?