



H.O.N.O.R.

Work Coordinator Job Description (WC)

Job Assignment/Volunteer Coordination

1. Work Coordinator searches job bank for match between approved volunteer(s) and jobs
2. When match found, contacts volunteer to ascertain their desire to accomplish the job.
 - a. If Volunteer is willing to accomplish job as a Team Leader or Team Member then the Volunteer Coordinator enters volunteer name(s) into database.
 - i. If volunteer is a Team Leader then WC will note their name in database as assigned to job.
 1. If additional Team Members are needed for job then WC will continue to search until enough Team Members are found and note them in database. Once enough Team Members have been assigned WC will notify Team Leader of additional Team Members.
 2. WC will then enter date elder need assigned to Team Leader in database.
 3. WC to communicate to Team Leader the elder name, address and phone number.
 4. WC to contact elder and supply Team Leader name.
 - ii. If volunteer is a Team Member then WC will note their name in database as assigned to job and will continue search until Team Leader is found.
 - b. If volunteer is not willing to accomplish the job WC will continue to search for match.
3. Once job is assigned with the Team Leader and Team Members, if necessary the Work Coordinator will then complete the Elder information and Requested Work sections on the Work Order form and mail to Team Leader if needed.
 - i. If there is not enough time for Work Coordinator to mail Work Order form to Team Leader then the Team Leader will need to print 2 copies of the Work Order from H.O.N.O.R. website (honorinc.org) and fill in Elder Information and Requested Work.

(continued) Work Coordinator Job Description (WC)

Completion of Work Order with Team Leader

1. Work Coordinator to follow up within a week after job assigned to Team Leader.
 - a. Ascertain the estimated job completion date and/or status of job.
 - i. If completed, what was the completion date?
 1. Was the Work Order form completed and mailed?
 - a. If yes, go to step 2
 - b. If no, reminder to do such
 - i. Work Coordinator to follow up with Team Leader until Work Order completed and mailed.
 2. WC to verify Work Order received by home office by checking database.
 - ii. If the work was not completed ascertain-
 1. New completion date and enter into database or reason for non completion.
 - a. If Team Leader and/or Team Members no longer wishes or are unable to complete job, Work Coordinator is to remove name(s) in database and return to step 1 under Job Assignment /Volunteer Coordination.
 - iii. If Team Leader upon viewing the job determines that the job is outside the scope of H.O.N.O.R. then he/she contacts Work Coordinator with reason.
 1. WC to contact DA to deny job giving reasons as per Team Leader.
2. If contacted by Database Administrator regarding incomplete Work Order information, WC will contact Team Leader to obtain missing information.

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Quarterly and Annual Work Completed

Quarterly Reporting of Volunteer Hours

1. The WC will provide the quarterly and annual work progress report:
 - a. # of jobs completed along with job description, city, State, zip (as seen on current needs list)
 - b. # of jobs in progress along with job description, city, State, zip (as seen on current needs list)
 - c. # of jobs assigned along with job description, city, State, zip (as seen on current needs list)
 - i. Annual – compile year to date data compiled from quarterly information