



## **Volunteer Team Member Job Description**

1. Register as a volunteer on the website or by calling the H.O.N.O.R. phone number for the County you wish to volunteer in.
  - a. The Volunteer Coordinator will follow up with you to get to know you better and obtain any additional information needed.
    - i. If you wish to participate *only* as a Team Member then a background form is not required.
  - b.
  - c. You will then be moved from potential to active volunteer by the Volunteer Coordinator (VC).
2. Contacts new volunteer to ascertain volunteer details as per H.O.N.O.R. website volunteer database. i.e.; address, talents, and need for background check, affiliation with organization(s) or church.
3. Determine if background form is needed.
  - a. If volunteer wishes to be a Team Leader they need to agree to complete a Work Order form (or work with Volunteer Coordinator on the completion of the form.) then a background form is required.
    - i. If Volunteer already had a background check done with another organization a copy of the report needs to be sent to H.O.N.O.R. before Volunteer will be able to work solo and/or be a team leader
    - ii. Volunteer Coordinator to check box in database that reflects background check is required.
4. Volunteer Coordinator will mail background form to potential volunteer if needed.
5. Volunteer Coordinator to check twice weekly in the database for approved volunteer status.
  - a. If approved go to step 6
  - b. If status remains “potential” Volunteer Coordinator to follow up with Volunteer regarding status of background check form submission every 2 weeks.
6. Once Volunteer is moved to approved status by Database Administrator:
  - a. If Volunteer is working as a Team Leader, Volunteer Coordinator will mail the following items to Volunteer:
    - i. Welcome Letter
    - ii. Team Lead Job Description
    - iii. Background form if needed.

- iv. 3 Work Order forms with self addressed return envelopes
    - v. 3 Elder Survey forms with self addressed return envelopes
  - b. If Volunteer is working as a Team Member then Volunteer Coordinator will mail the Volunteer:
    - i. Welcome letter