

CHAPTER 3	
THE VOLUNTEER COORDINATOR AS AN ADMINISTRATOR	75
HR support and compliance with law	75
Documents	76
<i>Statistics of volunteer hours and age</i>	78
<i>Scheduling volunteers</i>	79
<i>Volunteer manual</i>	80
<i>Volunteer contract</i>	80
<i>Exit survey</i>	81
Reporting and evidence for funding	86
<i>How to summarize volunteer results?</i>	87
<i>History and Dissemination</i>	88
Summary – Chapter 3	88
CHAPTER 4	
THE VOLUNTEER COORDINATOR AS A STRATEGIST	90
Identifying volunteer positions	90
<i>Launching a new programme</i>	92
<i>Volunteer position?</i>	95
Internal marketing	97
External marketing	99
<i>Name badge and logo</i>	99
<i>Where to place a call for application?</i>	101
<i>Advertising public services offered by volunteers</i>	101
<i>Disseminating the results</i>	102
Summary – Chapter 4	108
CHAPTER 5	
COMPLEXITY OF THE VOLUNTEER COORDINATOR’S POSITION	109
<i>Where do you see yourself in the picture?</i>	109
<i>Skills needed</i>	110
<i>Recharging batteries</i>	111
BIBLIOGRAPHY	113
INDEXES	115
Index of Tip Boxes	115
Index of Charts	115
Index of Tables	115