Holaaaa :) Welcome welcome :)

Description for volunteer coordinator : The volunteer coordinator helps with the coordinations between the volunteers and the organization. Each coordinator will have an organization allocated . All the information about the volunteers and the students that the volunteers will be helping will be shared with the coordinator. The coordinator is the first point of contact when any volunteer has any questions or concerns about the program.

Thanks a lot for showing interest in this opportunity. Jotting down the steps and tasks for his role.

Step 1 - **GET THE INFORMATION FROM NEHA**
Neha shares a spreadsheet with the contact information of the volunteers along with student information allocated to each volunteer
Step 2 - **CREATE WHATSAPP GROUP**
You will create a whats app group with all the volunteers + Neha + Organization coordinator (I will be sharing this number as well) . The organization coordinator will be helping with the coordinations from the organization side. Example scenario - Incase if a student is not answering a call for more than 2 days then the organization coordinator will take care of the communications
Step 3 - **WARM WELCOME AND INTRODUCTIONS**
After creating the whats app group with the above, you will introduce yourself and welcome the volunteers .

Template for the welcome message - Hello I am _____. I am from the spoken english volunteering that you all had signed up for. Very excited to have you onboarded. You all will be helping students from the organization (share the name) _____. We also have the student coordinator ___ who will share more details about the organization with you all. Please do introduce yourself dear volunteers. Would love to know you all more

Step 4 - SHARE STUDENT INFORMATION WITH THE VOLUNTEERS
After the volunteers have introduced themselves. Share the next message

Template for student information message - I will be sharing the student information with each volunteer in a one on one conversation to keep the information private.

Step 5 - Share the student information with the volunteers in a one on one conversation on whatsapp. VERY IMPORTANT TO SEND THESE NUMBERS PERSONALLY TO AVOID ANY ISSUES

Step 6 - **SHARE THE CURRICULUM**
Once the volunteers have all the contact numbers, share the curriculum with them in the group with all the volunteers in it.

Template for curriculum message - Hello this is the link with all the weekly curriculum https://www.letsteachenglish.org/curriculum . The curriculum is just a guideline doc and it's nothing strict to follow. Please improvise based on the skill level of the student. The document is to only give you all ideas of what you can talk for an hour with the student. We have been improving this process every week and so week 1 was relatively harder and going forward with week 3 we have two levels in the document , easy level and intermediate level and you will be able to pick and choose. Let me know if you have any questions.

STEP 7 - SHARE NEXT STEPS FOR THE VOLUNTEERS in the group
Share the following message in the whats app group with all the volunteers.

Template for "next step for volunteers" message - So now that you all have the contact number and curriculum, the next steps for you all is to call up the student and decide on a particular time and

day of the week that's convenient for you both to have the session.This is a strictly audio call with no video. You will be calling on the regular phone as the students are coming from a challenging background so having the internet and smartphone is not a norm for them. Usually the first time you call up to set up the time , there is a possibility that the student will not pick up as they share the phone with the family. So please be patient. Try for a minimum of 3 days to call them up and if not let the group know and the organization coordinator can help with the communication :) You all are ready to get this party starteddd

STEP 8 - Dear coordinator , Please have patience :) Be excited :) Motivate your volunteers to share their experiences every week in the group so we can form an amazing community around volunteering where we help each other grow :)

Incase if a volunteer has to drop of for some reason then please use this document to request for new volunteers :

https://docs.google.com/forms/d/1FhXFhs745S5UVzmLFexNAj4nb-Nyo_1OczdFVym1dG8/edit

THANKS A LOT