



Coordinating Volunteers

Before Aruba Doet

After registration of an individual volunteer or a group of volunteers the participating organization will receive confirmation via email.

Contact the individual volunteer/ group and:

- Thank the volunteers for their registration and indicate when you will contact the volunteer/group again.
- Check if the given phone number is correct and ask for a backup phone number
- If so wished, ask the contact person of the group for the email addresses of the other group members so that they can be informed directly, or ask for a backup contact person and his/her information.
- If specific skills are needed for the activity/project, check if the volunteer has these skills.

No later than one week before Aruba Doet you will send a reminder with extra supplementary information. For example, containing a more detailed explanation of the activity/project with, if possible, some pictures, explaining which clothes are suitable for the project and which tools volunteers can possibly bring themselves (such as a chapi, trimmer, shovel etc.). Also underline again **when, where and what time** the project starts. You can also add directions.

One day prior to the project you will mail or WhatsApp your volunteers one last reminder of the place and time and mention you are looking forward it.

Aruba Doet: briefing of the volunteers

- Volunteers are expected at the agreed time and location and upon arrival will complete the intake list. They will receive their shirt and any other promotional material.
- Explain briefly what your organization does and emphasize the goal of Aruba Doet, namely, to bring people together, to give a helping hand to those in need and to have fun. Aruba Doet underlines the importance of volunteerism and puts volunteers in the spotlight.
- Give a short briefing and go over the schedule with the volunteers and other members. Make sure you also mention the breaks with snacks and drinks. Explain clearly and distinctly what needs to be done, create a layout, appoint who is responsible for what and explain one more time the desired result. Explain why this result is so important!
- Hand out the materials and let it be known that everything should be left clean and tidy afterward. Materials are to be returned to the organization when the project is finished.
- Discuss the safety rules and make sure the volunteers know what to do or whom to warn in case of an accident (small or big).

Distribution of the volunteers

- The project coach (responsible for the project) will divide the tasks amongst the volunteers to make sure that the work gets done efficiently.
- The project coach will monitor the material and project progress and redistribute work if needed. If materials are missing during the project, the project coach will send somebody to get these, so that he-/she can stay present.
- Ensure that the project coach is recognizable and is available by phone.

Basic point of view

- The Food & Beverage coach ensures that food/drinks are well stocked and that it is clear for the volunteers where they can have something to drink/eat.
- The F&B coach ensures that everything is ready at the start and at mid-term breaks. Breaks are important to have a rest, drink and have fun.