

## Volunteer Project Supervisor's Checklist

### Responsibilities

1. **Make sure ALL volunteers have completely filled out and signed the Volunteer Service Agreements before volunteering.** Incomplete forms are not valid, they will not be allowed to volunteer, and if they insist on working they will not be covered for injuries. But don't let them insist – you must insist that they completely fill out the forms and sign. YOUTH volunteer forms must be signed by a parent or *legal guardian* for them to work, or they CANNOT. No exceptions. These are necessary for us to continue the program.
  - *Please make sure these are filled out and understood by volunteers.*
2. **Safety management** is your # 1 priority. Although most of us want to be out there 'doing the work', your job is to supervise the work. This is critical. Please practice 'management by walking around' (MBWA) – and watch for hazards, correct them when necessary, and thank people for their great work. It is OK to participate in the work, but mainly **your job is to ensure safety and proper work is being done.**
3. **Please ensure that people do what they are there to do and not get involved in side projects,** activities or on property not appropriate to the project. For instance: sometimes during litter cleanups, people see a need in another area adjacent to the work area and branch off. This can mean they move into areas that are not City of San Rafael jurisdiction, that are unsafe, or that the designated area does not get completed. Please discourage this as often as possible. Only allow them to go off site if:
  - a. It is safe to go there
  - b. There are more than enough people to complete the project area we've designate, and
  - c. You know for sure it is City owned property

### Set Up and Materials

- Make sure people park appropriately and maintain safe automobile entry/exit from work area
- Have enough VSA forms (adult and youth), pens, sunscreen, First Aid Kit, cell phone, gloves, tools, bags, camera, etc.
- Have poison oak identification materials and OTC creams available if applicable
- Have big sign board with safety tips
- Set up a sign in table in a central location near where people will park or enter the site
- Do a quick site survey for safety
- Do a group briefing before allowing anyone to work (go over safety, goals of project, confirm that everyone is signed in, let them know where first aid kit is, establish team leaders if necessary)
- Begin the project
- Take photos, supervise throughout the day

### Clean Up

- Make sure project is finished
- Clean up site
- Return all materials
- Make sure all VSA's are gathered and returned to Volunteer Program office
- Communicate any outstanding issues, uncompleted work, or improvement suggestions to Volunteer Coordinator