

## Colorado Farm to Table, Inc.

### Volunteer Coordinator Responsibilities

- Throughout the farming season (April - October) responsibilities involve close communication with the Farm Manager/ farm assistant as well as co-coordinators. Tony does Not Text.
- The farmer will request the number of volunteers he needs for each farm task.
- Co-Coordinator will write and email regular updates to all volunteers who have opted in.  
Inform volunteers what's coming up, dates, times, location, what to bring/wear. Ask them to sign up to volunteer.
- Sending e-newsletters is the fastest and easiest method to inform of volunteers about available opportunities.
- Coordinators call or text non-emailing volunteers as an alternate form of communication.  
Greet volunteers on-site to sign them in each shift. Or arrange for an alternate Greeter
- Following shifts enter data into database.
- Confirm back to each volunteer that they are signed up.
- As soon as a volunteer is confirmed, text other coordinators.
- Keep track of all signed up volunteers and provide Tony /TJ with a head count. In case of need to cancel a shift, keep contact information accessible.

### Recipient Coordinator- Ron Avery

- Coordinate with Recipient Coordinator, Ron Avery, regarding First Presbyterian Soup ladies who help harvest and take away whatever their order happens to be (usually Boxes).
- Coordinate with Ron Avery regarding Jerry Casebolt from Hand Up, Not a Hand Out if he will be volunteering to help harvest and, if so, how much produce he is ordering to take back with him to Hartsel. He generally does this one day per each vegetable he orders for his food pantry.