

Project Leader Responsibilities

Before the Project

1. Read any pertinent information about the project and/or the agency or facility involved.
2. Confirm the project with the agency and/or facility a couple of days before the event.
3. Communicate all relevant information about the project to Kids Korps members who have signed up. Information includes: time, place, how to get to the event, and any special provisions (e.g., wear old clothes to the graffiti paint out project).
4. Hold a short orientation for Kids Korps members. (In most cases, this can be done at the project site right before the event.)
 - Talk about what to expect at the project (e.g., the type of help that is needed).
 - Provide some sensitivity training (e.g., how to work and communicate with other volunteers and the people they serve)
 - On some occasions, an agency may require that Kids Korps members watch a video, visit the site, or be fingerprinted before volunteering. Make arrangements at least one week before the event.

At the Project

5. Arrive early to set up and/or meet with the agency personnel
 - Assign set up duties to the Teen Leader and other adult volunteers.
 - Notify volunteers prior to the project if the set up is extensive.
6. Select a location where members can see you and sign in for the project. Use the Kids Korps Project Sign-In/Sign-Out sheet. Wear a Kids Korps t-shirt and nametag with your name and title, "Project Leader."
7. Sign in members.
 - The Project Sign-In/Sign-Out Sheet may list members who are participating in the project. If there is no list, have volunteers sign-in on a blank Project Sign-In/Sign-Out sheet. The Project Sign-In/Sign-Out sheet is used to calculate volunteer hours. It is important the sheet is completed accurately and clearly. The names should be legible and easy to read.
 - Give each member a nametag to wear. They will write their own name. These tags are especially important when serving other people who may want to address them by name.
8. Gather the youth and adult volunteer members together and discuss the project.
 - Discuss proper behavior and sensitivity issues.
 - Provide last minute instructions.

Project Leader Responsibilities

At the Project (continued)

9. If you have time, tell members about the importance of the project and the needs they will be filling. Answer any questions they may have.
10. Introduce your group of Kids Korps members to the agency leaders. Ask the agency leader if s/he has anything to say to the members regarding logistics or the people they will be serving.
11. During the event, take pictures of volunteers engaged in hands-on service. Before taking photos of recipient children or adults, get written permission from the director of the agency you are serving. You can use the *Agency Consent* form.
12. Oversee the event.
 - Make sure the volunteers understand the task at hand.
 - Set the tone for the day by being enthusiastic.
 - Watch the interactions between the volunteers and those they serve. If you see a volunteer who is caught in what seems to be an uncomfortable situation (e.g., a senior crying loudly), intervene to help the volunteer.

At the Conclusion of the Project

13. Have all volunteers sign out. Ask them to fill out their project evaluation form. Encourage them to fill out the form on site because they will be able to best recall their experiences at that time. If they cannot fill out the form, ask that they mail or fax the form to the Kids Korps office.
14. Complete the Project Leader Report. Please jot down any quotes you heard from the young volunteers, adult volunteers, parents, or the people they served. These words may be used in Kids Korps newsletters and articles for newspapers.
15. All Kids Korps paperwork, supplies or project photos should be neatly collected. For a Chapter Service Project, return all of the materials to the Chapter Leader. For a Regional Service Project, return the materials to the Regional Program Director at the Kids Korps office.
16. Before leaving the facility or event, thank the director or agency leader for his/her time. Encourage Kids Korps members to do the same.

Thank you for being a project leader!

