

A WEEK IN THE LIFE OF...

A SESSION LEADER

Weekend	<p>Discuss your availability with Project Leader. Will you be leading this week or acting as a backup (backup session leaders can still attend sessions)</p> <p style="text-align: center;"><u>If you are leading...</u></p> <p>Retrieve details from Project Leader regarding this week's sessions – Any changes you should be aware of.</p>
Pre-session	<p>Ensure you have the session plan ahead of time and are familiar with it/able to deliver it. Ask questions if anything is unclear.</p> <p>Ensure you have a list of volunteers who are expected to attend.</p>
Session	<p>Arrive 10 minutes before the official meeting time so that you are the first there - greeting volunteers and ensuring they are ready to give a session.</p> <p>Take attendance: either make a note on your phone which you can send after the session or send a message then and there (email/Slack/WhatsApp etc.) This information is only for committee and VTeam staff, <u>do not</u> send it to regular volunteers.</p> <p>Lead volunteers to the session, whether this is by bus, taxi or walking.</p> <p>Take the lead during the session, while also giving regular volunteers the opportunity to be as involved as they feel comfortable with.</p> <p>Lead volunteers back to campus, whether this is by bus, taxi or walking. As you do this, encourage volunteers to log their hours.</p>
Post-session	<p>What worked well this week? Any improvements you could suggest for next week? Pass this information on to the PL and CO.</p>