

HOW TO SUPERVISE VOLUNTEERS

Supervision by Professional Staff

11. Keep a card index list of individuals who have offered their services, indicating what they can do, and recording their past service. Such a list is useful in emergencies.

Supervision by Committee

In communities where professional supervisors are not available and all workers may be volunteers, the Recreation Committee must find other ways of overseeing the work of volunteers. Either a single qualified individual or a subcommittee of competent individuals may assume the responsibility for tactful direction and supervision of various projects. Harmonious human relationships are of the utmost importance in recreation, not only between the leader and the individuals served, but also between the Recreation Committee and the volunteer workers. It must not be forgotten that the volunteers are fellow citizens giving of their time and talents in the interests of others in the community. As such they deserve consideration, appreciation, and support. The committee should meet regularly with the leaders, discuss their problems with them and secure whatever facilities and supplies are needed. This will give the volunteers a sense of backing that is reassuring. The appointment of special committees to back specific projects encourages cooperative effort, and is particularly helpful on projects which extend over a