

Job Description - Branch Coordinators

Item	To be done by/ Support/Details
<i>Recruiting new volunteers</i>	ESRA recruitment drives, word of mouth by satisfied volunteers, fliers put up by BCs , meetings with volunteer dept. at the local council etc.
<i>Recruiting new schools</i>	To be done by the coordinator - the local MoE inspector can be contacted for help with details of potential schools
<i>Contact with former volunteers</i>	It is recommended that at the start of the new year you contact volunteers who previously stopped volunteering for whatever reason to see if they are interested in returning
<i>Interviewing new volunteers</i>	To be done by each branch coordinator, explaining the programme, checking the volunteers suitability and preferences
<i>Holding initial meeting with municipalities/ MOE Inspectors/ principals and teachers</i>	To be done by each branch coordinator. Explaining the programme and the school/coordinators role in making it successful so that the students can maximise their benefit from the programme
<i>Making sure schools and volunteers that have shown an interest in joining the programme have completed ESRA registration forms</i>	To be done by each branch coordinator
<i>Matching volunteers to schools according to volunteer preference, location, school schedules and the number of volunteers required by each school</i>	To be done by each branch coordinator at the beginning of the year, during the year if there are additional volunteers
<i>Introductory Meeting with volunteers in your area and National Orientation</i>	To be done by ESRA on a national level
<i>Updating Terminal</i>	To be done by each Branch Coordinator on an ongoing basis, support given by Irene at the office
<i>Visiting schools, meeting with principals, coordinators and teachers</i>	To be done by each Branch Coordinator for new schools at the beginning of the school to explain the programme

<i>Encouraging use of ESRA Website and Esra pedagogical support available to volunteers</i>	Ongoing. Details of the pedagogical support system will be made available
<i>AOS police papers</i>	All male volunteers require a police certificate confirming that they have no sex offences history. Anat at the office sends the volunteers the relevant forms with which they have to go to the police. The forms should be returned to the office.
<i>Opening school whatsapp groups</i>	Groups should include school coordinator and volunteers. To be used by the school to send general messages such as when the students won't be available, by the volunteers to communicate, tell each other about any idea that they used with their students that was successful or anything else that they may wish to communicate about.
<i>New volunteers</i>	It is recommended to phone new volunteers after their first lesson to check how it went, if there were problems, to see how they felt etc
<i>Half yearly zoom meeting</i>	Zoom meeting with the volunteers and the school coordinator to check that all is going smoothly and sort out any problems that arise
<i>General Management of the volunteers and the schools</i>	Keeping in touch with school coordinators and volunteers and dealing with any problems that arise throughout the school year