

Work Plan Guidelines

During the first month of the placement members and sponsors develop a work plan that outlines major goals and tasks for the member's service term. **Inform PCEI immediately of any significant changes in project goals or member responsibilities**

What is a work plan?

- A detailed timeline of major tasks related to member project
- Considers member skills and goals
- Includes any changes to project timeline/goals from original proposal
- A living document that should be revised as needed

Why does PCEI require a work plan?

- Provides member and sponsor with formal planning process and organizational tool
- Helps sponsors and member maximize the service term
- Gives member understanding of how the project supports long-term goals of organization
- Encourages member independence and accountability
- Assists member in managing time and AmeriCorps/site responsibilities
- Keeps PCEI informed of project status
- Ensures PCEI that member has enough work for entire service term
- Supports early planning for project sustainability
- Assists members and sponsor in summarizing project goals and accomplishments

What does the work plan include?

- Major goals, events, deadlines – not specific duties
- Plan for the **entire** service term
- Organize tasks by major project categories
- Organize information chronologically by month, season etc...
- Format useful to both member and sponsor
- Include plans for project sustainability

What is the role of the sponsor?

- Help to initiate work plan process at beginning of volunteer service term
- Monitor member in developing work plan
- Provide long-term organizational perspective
- Ensure that timeline and goals are reasonable
- Finalize work plan with member
- Use work plan as a tool in supervisory meeting throughout service term

SAMPLE WORKPLAN

GOALS FOR THE PLACEMENT

- 1) Develop volunteer program for the nature park
- 2) Develop pre-school curriculum for use in the park
- 3) Assist with implementation of environmental education after-school program

October

VOLUNTEER PROGRAM DEVELOPMENT

- Review past volunteer recruitment efforts at organization
- Research models at similar organizations
- Generate outreach plan
- Collaborate with staff to develop volunteer position descriptions

ENVIRONMENTAL EDUCATION

- Research environmental education curriculum for young children
- Visit other organizations that offer environmental education activities to young children
- Assist with Fall after-school program

November

VOLUNTEER PROGRAM DEVELOPMENT

- Develop volunteer handbook
- Develop system for interviewing, placing and tracking volunteers
- Conduct volunteer information session
- Continue volunteer outreach

ENVIRONMENTAL EDUCATION

- Develop two new EE activities at the park for young children
- Pilot new activities with children from a local pre-school
- Assist with Fall after-school program

December

VOLUNTEER PROGRAM DEVELOPMENT

- Plan volunteer training
- Interview potential volunteers
- Finalize volunteer handbook

ENVIRONMENTAL EDUCATION

- Work on EE curriculum for young children to be used at park
- Continue to pilot activities with local pre-schools