

Love Placentia

demonstrating kindness | meeting needs | impacting lives

Project Leader Expectations

The Project Leaders are assigned a city, school, or non-profit project to lead. Project Leaders attend training and work with the school, city, or non-profit site leader to complete the project on the city wide serve day. The Project Leader is the liaison between the Love Placentia Leadership Team and the project site leader and will communicate effectively between all parties involved. The Project Leader is in charge of picking up supplies, communicating with their assigned volunteers, and coordinating the volunteers at the project itself, ensuring the project is completed and the volunteers have a great time while working hard.

As a Love Placentia 2019 Project Leader I commit to:

- Excellent and prompt communication with the Love Placentia Leadership Team.
- Attending two mandatory Project Leader Meetings. (see details below)
- Meeting with the project site leader I am assigned 1-2 times before Love Placentia to see the scope of the project and determine a plan to equip volunteers to serve on May 4th, 2019.
- Communicating my supplies and tools needs to the Love Placentia Leadership Team, along with picking up and returning my supplies and tools the weekend of Love Placentia.
- Emailing and clearly communicating with the volunteers who sign up for my project site.
- Attend the morning project leader check in meeting on May 4th before ensuring your project site is ready and greeting volunteers as they arrive to your site.
- Coordinate and assign volunteers tasks and keep them working hard from 9:30am-12:00pm during Love Placentia, ensuring the completion of the projects at your site.

Project Leader Meetings: There are TWO mandatory Project Leader Meetings.

- 1) Love Placentia Leader Training:** *Be trained on leading your project site, communicating with volunteers, getting your project supplies, and connecting with your site representative.*

Please plan to attend one of the two identical training sessions:

- Sunday, March 17th from 7:00-8:30 pm
- OR
- Monday, March 18th from 7:00-8:30 pm
- Location: Rose Drive Friends Church in the Fireside Room (4221 Rose Drive, Yorba Linda, 92886)

- 2) Love Placentia Leader Meeting:** Get last minute details to lead your project site, get updates on your volunteer list, and ask any additional questions before the big day.

- Sunday, April 28th from 7:00-8:00 pm
- Location: Rose Drive Friends Church in the Fireside Room (4221 Rose Drive, Yorba Linda, 92886)

Interested in being a Love Placentia 2018 Project Leader?

Fill out the 2019 Project Leader Application Form at www.loveplacentia.com or email Mandi Pettikas at MandiP@rdf.org to get a Project Leader Application. Upon approval and assignment of a project, we will ask all project leaders to sign a Project Leader Commitment Agreement.