

Guide for Volunteer and Part-Time Project Coordinators

Managing Infrastructure Projects with Limited Hours

Your Role as Project Coordinator

As a volunteer or part-time coordinator, you keep the project moving forward. You do not need to be an expert in construction or engineering. Your main job is to organize information, track deadlines, and communicate with your team.

Time Management Tips

Most volunteer coordinators spend 5 to 10 hours per month on project coordination. Here is how to make the most of your limited time:

- Schedule one weekly check-in time, even if just 30 minutes
- Keep all project files in one digital folder
- Use calendar reminders for all important deadlines
- Create email templates for regular updates
- Delegate tasks to other volunteers when possible

Essential Monthly Tasks

These tasks must be completed each month:

Review Project Budget (30 minutes)

Check that spending matches your approved budget. Flag any concerns immediately.

Update Progress Tracker (20 minutes)

Record completed activities and upcoming milestones. This makes quarterly reporting much easier.

Check for New Requirements (15 minutes)

Review emails from your grant manager. Make note of any new deadlines or requirements.

Communicate with Team (30 minutes)

Send a brief update to your project team. Include next steps and any action items.

Building Your Support Network

You should not manage this project alone. Build a support network:

- Identify one backup person who can step in if you are unavailable
- Connect with other rural communities managing similar projects
- Keep contact information for technical assistance providers
- Know when to escalate issues to city leadership

Managing Stress and Burnout

Volunteer project coordination can be demanding. Protect yourself from burnout:

- Set clear boundaries on your available hours
- Ask for help before problems become urgent
- Celebrate small victories with your team
- Remember that perfect is the enemy of good

Quick Reference Checklist

Keep this checklist handy for your monthly coordination work:

- Review budget and spending
- Update progress tracker
- Check for new grant requirements
- Send team update
- File new documents in project folder
- Note upcoming deadlines in calendar