

# COORDINATOR DASHBOARD

The Coordinator Dashboard provides real-time information and reports to keep you up-to-date on volunteer readiness for a student assignment and reading session activity. To view the Volunteer Coordinator Dashboard, you must be registered with Chapter One as a Volunteer Coordinator.

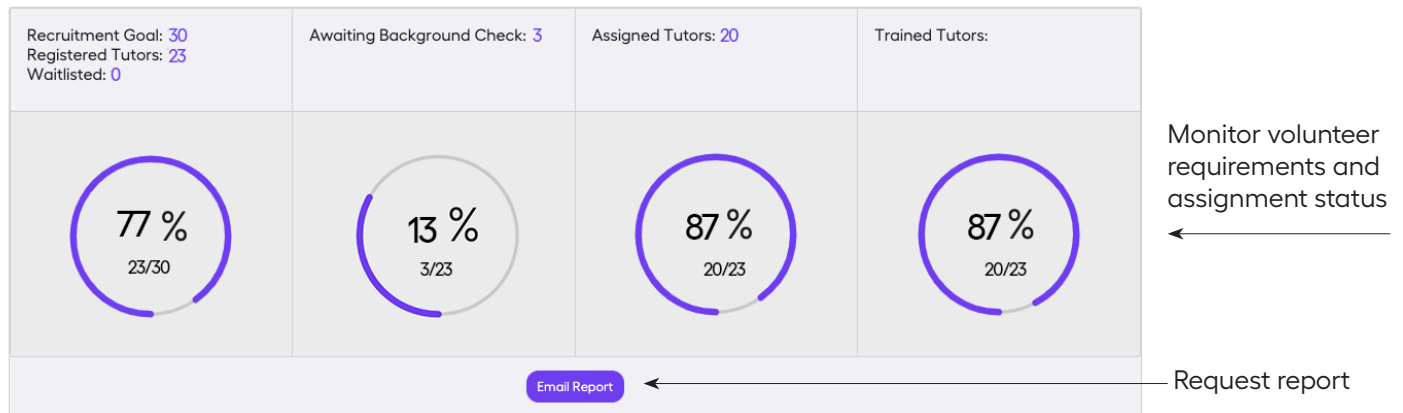
Features:

- Manage volunteer activity across multiple volunteer groups
- Monitor registered volunteers, background check & training status, student assignments
- Keep informed about volunteers reading session activity
- Send reports directly to your email



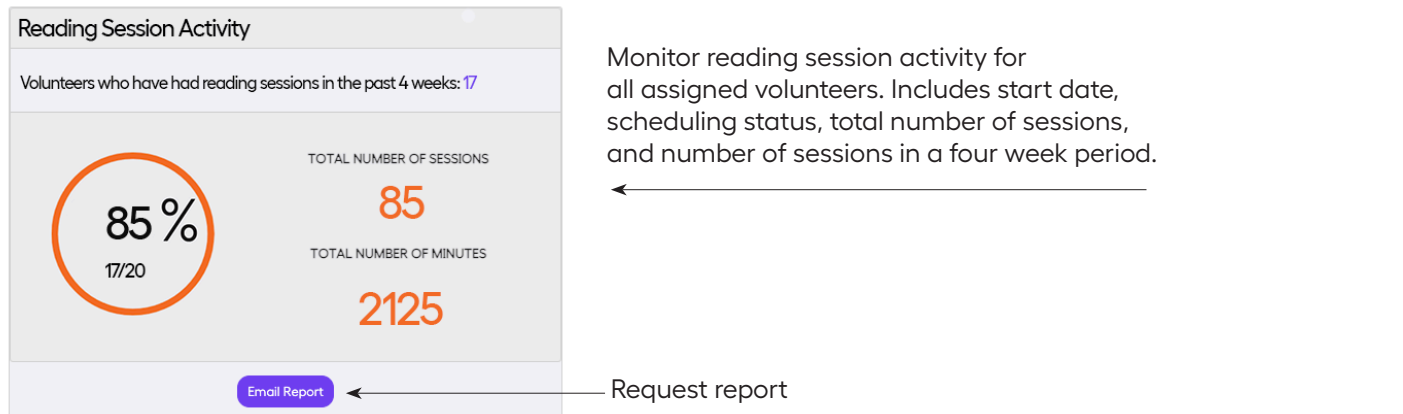
The screenshot shows the top of the dashboard with a purple header containing the text "COORDINATOR DASHBOARD". Below this is a white dropdown menu labeled "Volunteer Group:" with "Acme Corporation-NYC" selected. To the right of the dropdown is a label "Select Group" with an arrow pointing to the dropdown.

The Coordinator Dashboard provides real-time information and reports to keep you up-to-date on registration of your volunteers, background check completion, and volunteer assignments. As volunteers begin to have reading sessions with their pupils, please do check the Reading Session Activity report to view session frequency, duration and success.



This section displays four metrics in a grid, each with a circular progress indicator. Above each indicator are the current and goal values. Below each indicator is a percentage and a fraction. A purple "Email Report" button is located at the bottom of the grid. To the right of the grid is the text "Monitor volunteer requirements and assignment status" with an arrow pointing to the grid. Below the "Email Report" button is the text "Request report" with an arrow pointing to the button.

Recruitment Goal: 30 Registered Tutors: 23 Waitlisted: 0	Awaiting Background Check: 3	Assigned Tutors: 20	Trained Tutors:
77 % 23/30	13 % 3/23	87 % 20/23	87 % 20/23



This section shows the "Reading Session Activity" report. It includes a sub-header "Volunteers who have had reading sessions in the past 4 weeks: 17". Below this are two metrics: "TOTAL NUMBER OF SESSIONS" with a value of 85 and "TOTAL NUMBER OF MINUTES" with a value of 2125. A circular progress indicator shows 85% (17/20). A purple "Email Report" button is at the bottom. To the right of the report is the text "Monitor reading session activity for all assigned volunteers. Includes start date, scheduling status, total number of sessions, and number of sessions in a four week period." with an arrow pointing to the report. Below the "Email Report" button is the text "Request report" with an arrow pointing to the button.