

## Hiring a Council Coordinator: Pros and Cons

Most Prevention Councils in Indiana are staffed by volunteers who carry out all of the functions of the Council. Sometimes Councils become so busy that they begin to consider the possibility of hiring a staff person to assist them.

Before hiring a staff person, it is vital that the Council consider these questions:

- How will the addition of a staff person help our Council be more effective?
- What duties and tasks will the staff person perform? \*
- How many hours per week will the staff person work?
- Will this person work year round, or only during busy periods?
- Will we reimburse for mileage, and at what rate?
- How will we obtain the funds to pay the staff person? If it's through a grant, how will we continue to pay the staff person when the grant runs out?
- Will the staff person be an independent contractor or an employee?
- Who will supervise the staff person? \*\*

\*Remember that one staff member cannot begin to replace the work of an entire Council. You will need to determine what duties your Council members will continue to perform and what responsibilities the staff person will have. Be sure to have a well-thought out job description before soliciting applicants for the job.

\*\*A staff person should never be supervised by every member of your Council. Having multiple (and sometimes conflicting) responsibilities can lead to confusion and frustration for everyone. Designate one member of your Council (preferably someone with supervisory experience) to supervise the staff person and to coordinate requests for work.

Remember that supervision includes day-to-day supervision as well as annual reviews and recommendations for raises.