**Director Notes**

I find as the director you are truly coaching both the volunteer and the participant. We typically have volunteers that are retired and are searching for meaning themselves. They want to know exactly what to do and do not mind direct instruction.

Directors and leaders for the day also need to be mindful of using all volunteers in setting up our projects or the next activity. For example, if I had 15 participants and 15 birds that needed to be cut before the class began, I would look at five volunteers and say, ”All five of you cut three birds.” That saves busy work for the director and helps volunteers be useful and productive. Leaders need to be able to multitask and spread the physical labor. There is no room for total control. It is all a team effort.

Directors need to be clear with the instructions for the next activity assigning people to certain steps. **Example:**

"You five, can you help me set the paint and paper up? You three set the tablecloths up. You two, pull all the chairs down and have ready when the Group finishes exercise."

It is of dire importance for the director to have control of the room. One tip for reducing anxiety is to cut out as much background noise as possible.

If this means patting a volunteer on the back and asking them to whisper or step out in the hall, the director needs to do it. If the small groups become too loud, do not be scared to quiet the room down by hopefully using humor. If a participant gets unruly or out of control have two or three volunteers possibly walk them down the hall or find another room to do a small group project together separating the noise from the crowd.

On that note, when someone takes out an anxiety filled participant, there needs to be two volunteers to go with that participant instead of one. One volunteer needs to be able to go back for help if needed. Walks in the sanctuary or chapel are encouraged to bring peace to the participant.

Another paramount tip for success is transition between activities and meals. **Transition time** signals that the last activity is over and often participants think that this is the end of the day. It is extremely important for volunteers to remain close to participants to guide them to the next table or space. Transition times can get very loud and can be frustrating for participants not knowing how to deal with the chaos.

When you are changing rooms or changing different activities, I like to stand in the middle and direct traffic. I assign volunteers to certain tables and tell them to wave their hands when I call out their name while directing a participant their way.

I cannot express my concern enough for director and volunteers to pay close attention during transition time because this is often a window for participants to slip out the door or begin to want to go home.