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| **Area of activity** | **Person responsible** | **How it could be done** | **When** | **Support needed** |
| Coordination of volunteer network | Volunteer Coordinator | In collaboration with volunteers and base on their interests for engagement in volunteer work in SRH Serbia, Volunteer Coordinator will create different teams that will conduct activities based on their chosen area/s of engagement. The coordinator is responsible for the coordination and monitoring of activities conducted by volunteers. | On regular basis (January – December) | No |
| Development of individual and team action plans with volunteers | Volunteer Coordinator | -Volunteer Coordinator will organize 2 meetings with SRH Serbia programme management team and with peer educators, with the aim to map activities and events for engagement of volunteers in different areas of work.  - Volunteer Coordinator will organize meetings with 5 volunteer teams and develop individual and team action plans based on their ideas for engagement in organization work | - meetings with SRH Serbia staff and peer educators will be organized in January 2020  - meetings with volunteer teams will be organized in February | Yes (management staff, peer educators and volunteers) |
| Organization of capacity building trainings | Volunteer Coordinator | - 2 capacity building trainings will be organized for volunteers  -3 capacity building trainings will be organized for new volunteers | * March, April, May | Yes (peer educators – for ToT trainings and CSE and expert support for advocacy trainings and reframing trainings) |
| Provision of mentoring support to volunteers | Volunteer Coordinator | Volunteer coordinator will provide support to the volunteers on different issues on regular basis | On regular basis | No |
| Recruiting the new volunteers and activists | Volunteer Coordinator | In collaboration with peer educators, schools, universities and partner organizations, the Volunteer Coordinator will work on recruitment of young volunteers and enlargement of SRH Serbia volunteer network. | On regular basis in Drop in center and Youth Counseling center | Yes (peer educators, local partners) |
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| Keeping up to date base of volunteers and activists | Volunteer Coordinator | The volunteer coordinator is responsible for keeping up to date base of volunteers on a regular basis following the SRH Serbia procedures for collection, sharing and protection of data and information | On regular basis | No |
| Peer education  team | Volunteer Coordinator | In cooperation with volunteers, Volunteer Coordinator will create peer education team that will be trained to provide peer education sessions to young people in different settings. Members of peer education teams will develop their individual plans for implementation of peer education sessions. Volunteer coordinator in cooperation with peer educators will organize peer education training sessions for volunteers | -peer education team monthly meetings  - 7 peer education trainings (CSE) plus training on TBI methodology in the period from May to September | Yes, SRH Serbia peer educators |
| Peer counseling team | Volunteer Coordinator | The Volunteer Coordinator will create a peer counseling team consisting of volunteers from medical, psychological and legal backgrounds. In collaboration with medical, psychological and legal counselors, the peer counseling team will be trained for the provision of peer counseling services in the Youth Counseling center, Drop-in center and Drop online platform. The new volunteer will closely work with SRH Serbia counselors who will share their knowledge and skills thus build skills of youth volunteers. | * Capacity building training in April * Individual sessions with SRH Serbia counselors in the period from May to July | Yes, SRH Serbia medical, psychological and legal counselors |
| Youth advocates teams | Volunteer Coordinator | In cooperation with SRH Serbia advocacy and programme staff, the Volunteer Coordinator will create the Youth advocates team that will work on different activities/projects jointly with SRH staff. SRH Serbia staff will build advocacy capacity to young people through the learning process and involvement of youth volunteers in designing, planning and implementation project activities. | * Involvement of young people in project design, planning and implementation process (April – December) * Involvement of volunteers in advocacy events, workshops, conferences, debates, meetings with relevant stakeholders etc. (April – December) | Yes, SRH Serbia programme and advocacy staff |
| Outreach team | Volunteer Coordinator | In collaboration with outreach workers Volunteer coordinator will create outreach team that will work closely with SRH Serbia outreach workers in the field on provision of information, services and referrals | * April – December | Yes, outreach workers |
| Social media team | Volunteer Coordinator | In collaboration with Communication manager, Volunteer coordinator will create social media team that will be responsible for online communication on SRH Serbia social media platforms. Communication manager and young volunteers will implement SRH Serbia Communication strategy using social media tools | April – December | Yes, Communication manager |
| Youth activists | Volunteer Coordinator | Volunteer Coordinator in collaboration with SRH Serbia staff and volunteers will engage youth activist for various activities related to achievement of SRH Serbia mission and vision | January - December | Yes, staff, volunteers |