

Chapter Leader Position Description: Director of Volunteer Engagement

Position Summary:

The mission of the Director of Volunteer Engagement is to solicit volunteers for the chapter, raise member awareness of and participation in voluntary community activities both within the ATD chapter and in the broader community, especially those that leverage the skills and capabilities of training and development professionals.

The director oversees the chapter's volunteer recruiting efforts, manages the matching of volunteers to volunteer opportunities, and guides the chapter's succession planning efforts to ensure that all volunteer needs are met.

Time Commitment:

Term: one year

(Unlimited renewal with board approval)

Estimated Time Requirements per month:

- Managing all volunteer-related issues: 3-6 hours
- Recruiting volunteers and communicating with VP of Membership regarding volunteer needs and assignments – 1 hr

Responsibilities:

- Maintain volunteer list
- Communicate with potential volunteers
- Help recruit for board positions
- Recruits and train incoming director
- Organize and award Volunteer of the year award
- Attend mid-year and end of year retreat

Chapter Support

- Research other professional organizations for ideas on how they approach managing volunteers
- Maintain list of volunteers who have expressed an interest in volunteering but have not yet been contacted or matched with a volunteer need
- Maintain a list of both unmet and met Board member volunteer needs
- Create an "intake checklist" (i.e. a list of skills & interests, available time, etc.) for volunteers to complete
- Create a spreadsheet/database of volunteer and volunteer needs demographic data (e.g., name, contact details, volunteer interests, volunteer need & requirements, etc.)
- Develop end-to-end process from attracting volunteers through volunteers being matched with volunteer needs
- Establish a system for tracking volunteer involvement

Board Participation

- Provide a report on volunteer activities to the board on a monthly basis

- Maintain and update records relevant to the position for benefit of the successor
- Train successor in duties for this position during transition period prior to successor's term of office
- Support and promote chapter operating requirements (CARE), and the strategic goals and action plans of the chapter
- The Director of Social Media supports the VP of Membership and interacts within the Board as a member of the team. however is a non-voting member
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- Represent the chapter professionally and ethically in all business functions/organizational activities
- Attend and participate in at least 7 of the 11 chapter meetings per year
- Participate in other chapter events, committee meetings, and regional conferences as available

Qualifications and Desirable Traits:

- Skilled in written and verbal communication, personal interaction, and problem-solving
- Ability to plan, organize, and execute activities as required by the position
- Ability to complete projects within established timeframes
- Ability to delegate tasks and monitor follow-through
- Strong analytical and networking skills
- Has a willingness to advocate for the chapter
- Ability to seek others out as volunteers
- National member of ATD and a member in good standing with the local chapter
- Ability to conduct positive interactions with volunteers
- Networking abilities to locate and recruit volunteers
- Time to attend board meetings and other chapter functions as required by this position
- National member of ATD and a member in good standing with the local chapter

Contact:

Position Email: volunteer@TDAustin.org

Revised By: Leah Carrubba

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