



**Position Summary:** The Director of Volunteers 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:** Two years

#### **Estimated Time Requirements per month:**

- Attending board meetings: 2 hours (plus travel time if in-person)
- Attending monthly chapter meetings: 2 hours (plus travel and set-up time if in-person)
- Attending ATD Leader Calls: 1 hour
- Managing all volunteer-related issues: 3-6 hours

### **Participation Expectations:**

- Attend at least 8 of 10 board meetings annually -- most board meetings are virtual
- As a leader in the Chapter, attend 2/3 of Chapter events
- Attend ATD Regional Chapter Leader monthly conference calls
- Recruit and train replacement

### **Responsibilities:**

#### **Chapter Support**

- Develop annual volunteer goals
- Research other professional organizations for ideas on how they approach managing volunteers
- Maintain a 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
- Create or maintain a chapter leader succession plan and ensure the chapter is following the plan

### **Board Participation (Voting Member)**

- Participates in the development and implementation of short-term and long-term strategic planning for the chapter
- Provide a report on volunteer activities at the monthly Board meeting
- Maintain and update records relevant to the position for benefit of successor
- Before the end of Board term, recommend at least two potential candidates for the position
- Train successor in duties for this position during the transition period prior to successor's term of office
- Support and promote chapter affiliation requirements (CARE), and the strategic goals and action plans of the chapter
- Represent the chapter professionally and ethically in all business functions/organizational activities
- Attend and participate in board and chapter meetings
- Participate in other chapter events, committee meetings, and regional conferences as available

### **Key Collaborators**

All Directors requiring volunteer assistance and, especially, the following:

- Director, Professional Development & Programs
- Director, Membership
- Director, Marketing to promote volunteer opportunities and recognize volunteers.

### **Qualifications and Desired Characteristics:**

- Required to be a member of ATD National and Valley of the Sun chapter
- 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
- Ability to fully participate in chapter programs and board meetings
- Strong advocate for the chapter
- Ability to recruit, onboard, and manage volunteers