

VP of Volunteers

RESPONSIBILITIES & QUALIFICATIONS

General Expectations:

- Attend Monthly Board Meetings (2nd Wednesday of the month)
- Time – 1800–2100 hrs
- Submit meeting materials (including Monthly Status Report)
- Review materials from other portfolios
- Update PMI OVOC Calendar with portfolio activities
- Review portfolio budget
- Respond to emails within a typical business timeframe

Key Responsibilities:

- Address the needs of the volunteers, including recruitment, retention, recognition
- Provide as part of monthly status report statistics on the following:
 - Number of engaged volunteers
 - Number of open volunteer positions, and their status
- Manage volunteer opportunities through VRMS
- Run two volunteer appreciation events annually
- Prepare the Volunteer budget

Qualifications: