

Vice President of Volunteers

POSITION DESCRIPTION:

Appointed Director at Large responsible for managing the volunteer engagement experience of chapter volunteers: including recruitment, retention, recognition and leadership development training in accordance with chapter policies and bylaws.

RESPONSIBILITIES:

Recruitment

- Identify and develop programs to involve, develop, and engage volunteer members.
- Provide awareness of volunteerism with PMI at the local and global levels.
- Manage the chapter's use of PMI's Volunteer Relationship Management System (VRMS).
- Communicate volunteer opportunities to chapter members.
- Develop and conduct volunteer orientation for all new volunteers including an overview of the chapter volunteer structure, volunteer roles, responsibilities, and deliverables.

Retention

- Ensure a satisfactory volunteer experience that enhances volunteer retention.
- Ensure the volunteers are treated fairly and ethically and handle any disputes.
- Maintain chapter volunteer contact list.
- Understand and leverage the experience of volunteers and direct them to various initiatives in the chapter.

Recognition

- Develop and administer volunteer recognition programs.

Leadership Development Training

- Develop volunteers' skills and knowledge to serve in their volunteer roles.

Management and Administration

- Oversee, administer, and build awareness of the chapter's (and PMI's) volunteer policies, procedures, and guidelines.
- Oversee and manage the chapter's volunteer programs and services.
- Ensure verification and validation of volunteer project outcomes against the defined objectives.
- Chair the volunteer engagement committee, if applicable.
- Develop and implement succession and transition plan for the role.

Business Acumen Skills:

- Budget management
- Proficient in email communications (e.g., MS Outlook, Google Mail)
- Understanding of volunteer recruitment methods and tools, such as PMI's VRMS
- Understanding of best practices in volunteer resource management
- Understanding of best practices in volunteer recognition and appreciation programs

Power Skills:

- Coaching and Mentoring
- Persuasion/Motivation
- Team Building Skills

Minimum Hours per Month: 8

Average Hours per Month: 12