

# PMI-CTT Volunteer Role Definition

Version 2020-10-19

<b>Role</b>	Manager, Volunteer Management
<b>Reports to</b>	VP, Volunteer Management
<b>Description</b>	<p>Support and assist VP of Volunteer Management in planning, coordination, organization and execution in the following areas but not limited to:</p> <ul style="list-style-type: none"> <li>• Volunteer recruiting, hiring and orientation management</li> <li>• Volunteer database tracking and maintenance</li> <li>• Chapter website Volunteer page content enhancement and maintenance</li> <li>• Manage and maintain Opportunities and Applications page of Volunteer Management Database</li> <li>• Volunteer opportunity communication to the Chapter membership</li> <li>• Volunteer promotional activity planning and coordination</li> <li>• Volunteer recognition program / event planning, organization and execution including but not limited to: <ul style="list-style-type: none"> <li>○ National Volunteer Month (April)</li> <li>○ Annual Volunteer Recognition Dinner (April)</li> <li>○ Support for New Volunteer Engagement Program</li> <li>○ Support for other duties as needed</li> </ul> </li> </ul>
<b>Skills and Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrated organizational abilities and leadership attributes</li> <li>• Strong research skills</li> <li>• Demonstrated organizational abilities and leadership attributes</li> <li>• Proven interpersonal and communication skills</li> <li>• Excellent written and verbal communication skills</li> <li>• Established network in the community</li> <li>• Comfortable with public speaking and presentations</li> </ul>
<b>Time Commitment</b>	<ul style="list-style-type: none"> <li>• 5 to 10 hours per month (maybe greater during March – June to coordinate NVM and Recognition dinner). Time off during the summer months (July &amp; August)</li> <li>• Able to respond to emails and Volunteer Applications within 48 hours</li> </ul>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Must be a PMI-CTT member in good standing</li> <li>• Current resume and interview arranged with VP of Volunteers</li> <li>• Experience with and access to MS Office products</li> </ul>

- Access to Internet connection and email
- Able to respond to emails ideally from both home and work
- Active participation in Chapter events is highly recommended

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**Benefits**

- Volunteer Service PDU units available as per PMI guidelines
  - Networking opportunities with a broad PMI community
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