

Role : Manager, Volunteer Management

Reports to : VP of Volunteer Management

Description/Summary:

The Volunteer Manager supports and assists VP of Volunteer Management in planning, coordination, organization and execution in the following areas but not limited to:

Deliverables:

- The Volunteer Manager is responsible for managing all tasks within the Volunteer Engagement and Management portfolios
- Manage Volunteer Database
- Manage communication and coordination with different disciplines for hiring new volunteers

Duties:

- Volunteer recruiting, hiring and orientation management
- Maintaining volunteer opportunities on PMI VRMS (Volunteer Relationship Management)
- Volunteer database tracking and maintenance
- Chapter website Volunteer page content enhancement and maintenance
- Volunteer opportunity communication to the chapter departments
- Volunteer promotional activity planning and coordination
- Volunteer recognition program / event planning, organization and execution including but not limited to:
 - Annual Volunteer Appreciation Event (April)
 - Support for other duties as needed

Skills and Experience :

- Demonstrated organizational abilities and leadership attributes
- Strong research skills
- Proven interpersonal skills
- Excellent written and verbal communication skills
- Comfortable with public speaking and presentations
- Experience in hosting and managing events

Time Commitment :

- 10 to 15 hours per month (maybe greater during March – June to coordinate Volunteer Appreciation Event).
- Time off during the summer months (July & August)

Requirements:

- Must be a PMI-CTT member in good standing

PMI-CTT Volunteer Role Definition

Version 2021-09-11

- Experience with and access to MS Office products
- Access to Internet connection and email
- Able to respond to emails normally within a day, ideally from both home and work
- Active participation in Chapter events is highly recommended

PDUs awarded (As per PMI Standards)

Other Recognition/Benefits :

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