

PMINYC Director of Volunteer Relations

DESCRIPTION

PMINYC seeks a Director of Volunteer Relations.

Chapter volunteers deliver all of the programs and services we offer to our members and our community.

The Director of Volunteer Relations is responsible for processes and programs which support these volunteers including: Volunteer Recruitment, On-boarding, Compliance, Development, Satisfaction, and Retention.

The Director of Volunteer Relations leads several teams in order to fulfill this role.

The Director of Volunteer Relations reports to, and is supported by, the VP of Membership.

RESPONSIBILITIES

1. Maintain information about chapter volunteers.
2. Manage processes used for on-boarding and compliance.
3. Volunteer recruitment.
4. Coordinate with all chapter teams regarding volunteer opportunities.
5. Coordinate with all chapter teams regarding volunteer satisfaction and volunteer development.
6. Work with Technology on tools which support the volunteer processes.

STRATEGIC & BUSINESS MANAGEMENT SKILLS

- Work with senior leaders
- Strong communication (oral and written)

LEADERSHIP SKILLS

- Experience project/program manager
- Comfortable with processes, tools, and improvement
- Experienced team leader

COMMITMENT REQUIRED

- 10 to 15 hours per month

REQUIRED CREDENTIALS

- PMP is helpful
- Experience with large projects and teams is a plus
- Experience with HR functions is a plus

PDU'S TO BE AWARDED

- 1 PDU per hour volunteered. Includes all meetings and time spent in communications, planning, and working directly with the teams and working at events/services. Maximum 25 PDU's, per renewal period, awarded under Category "Giving Back" per CCRS Handbook.
- Refer to the Handbook for the most current information.

ANTICIPATED BENEFITS TO VOLUNTEER

- Earn PDU's
- Build strong networking relationships
- Produce documentable career-enhancing achievements
- Opportunity to give back to your community

CONTACT

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