



**PCMA Southeast Chapter
Board of Directors Position Description**

Position Title: ***Director of Volunteers***
Reports to: Chapter President

POSITION SUMMARY:

The Director of Volunteers is responsible for recruiting, retaining and rewarding volunteers for the PCMA SE Chapter's Committees. **This position is responsible for leading the chapter's Volunteers Committee of Volunteers on all volunteer recruitment initiatives of the PCMA SE Chapter.**

Statement of Purpose: Recruiting volunteers for the Chapter's committees

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Board & Leadership

- Accordance with all bylaws and policies mandated by Chapter and PCMA National
- Attend and participate in monthly board meetings, which are conference call and in-person throughout the year
- Attend and participate in an annual board retreat (typically Thursday – Saturday)
- Organize, manage and lead a committee of volunteers
- Accountability for tracking and execution of operational tasks relating to position
- Support initiatives and programs held by the chapter
- Manage budget for any associated costs for Chapter's volunteer recruitment programs
- Create a succession plan and train successor toward end of term

Volunteer Recruitment

- Help to recruit new PCMA SE Volunteers at meetings, via phone calls, email and social media
- Collect and lead the vote on Quarterly Award Winners for the Volunteer of the Quarter and Volunteer of the Year
- Solicit potential nominees and deserving award applicants for PCMA SE Chapter Scholarships
- Update and maintain a volunteer database and ensure that members are in good membership standing with PCMA National
- Manage the scholarship application and voting process for the annual PCMA Convening Leaders scholarship recipient

Website, Social Media & Online Community Management

- Write and submit volunteer information for Chapter News on website and subsequent newsletter
- Assist with social media postings to generate volunteer interest

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledgeable of PCMA
- Ability to outline needs, target prospects, and effectively engage membership for volunteer participation
- Ability to work in a fast-paced environment and meet deadlines
- Ability to work on own and delegate tasks
- An excellent, open, articulate, and personable communicator with diplomatic and persuasive communication skills
- Proficient in MS Office (Word, Excel, PowerPoint)

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:

- Ability to perform work utilizing a computer for extended periods of time
- Ability to sit for extended periods of time in performing work
- Ability to travel by air or ground transportation as required in performing the work and abilities as described to perform the job on a consistent basis.