Chapter Leader Position Description: Director of Volunteer Services

Position Summary:
The Director of Volunteer Services oversees all volunteer efforts for Chapter to include recruiting, interviewing, vetting, and assisting in training volunteer workers to aid Chapter functions and advises volunteer leaders of any Communities of Practice (COPs), to include but not limited to Special Interest Groups.

Time Commitment:
Term: One Year

Estimated Time Requirements per month:
- Perform responsibilities of the position and participate in communications about chapter issues: 5 hours
- Prepare monthly report: 1 hour
- Attend at least one board meeting per quarter: 2 hours plus travel time
- Attend monthly chapter meetings when possible: 2 hours plus travel time
- Participate in at least one chapter-wide committee: 2 hours
- Attend Annual Chapter Leaders (ALC) conference (optional)

Responsibilities:

Volunteer Engagement
- Coordinate with other board members to anticipate the need for volunteers
- Network within the Chapter to recruit volunteers for specified tasks
- Coordinate with the board members to train volunteers and track volunteer hours
- Create volunteer program goals and policies
- Serve as COP Advisor and liaison between COPs and board
- Develop operating guidelines and procedures for volunteers
- Promote the selected collaboration tools through various protocols: social media, webinars, in-person
- Provide coaching to volunteer leaders

Member Satisfaction
- Support programs and services to attract new members and engage current members
- Assists with the needs assessment and member satisfaction surveys
Training

- Recruits and trains volunteers to support this role
- Updates personal knowledge of ATD strategies and operations

General

- May be asked to write articles for newsletter
- Support and promote CARE and the strategic goals and action plans of the chapter

Board Participation

- Reports volunteer engagement and Communities of Practice information to the VP of Membership on a regular basis
- Participates in monthly board meetings
- Attends chapter meetings, ATD International Conference & Exposition, and ATD Chapter Leaders Conference (ALC), as available
- Participates in other chapter events, committee meetings, and conferences as available
- Represents chapter professionally and ethically in all business functions/organizational activities

Qualifications:

- Member of Greater Richmond ATD Chapter
- Member of national ATD (recommended)
- Skilled in written and verbal communication, personal interaction, and problem-solving in a team environment
- Ability to plan, organize, and execute activities as required by the position
- Ability to complete projects within established timeframes
- Willingness to advocate for the chapter and represent chapter professionally and ethically in all business functions/organizational activities
- Time to attend board meetings and other chapter functions as required by this position

Benefits:

- Discounted membership for national ATD
- Paid membership for Greater Richmond ATD Chapter
- Paid attendance for Greater Richmond chapter events
- ALC conference and hotel registrations (when appropriate)