



Project Management Institute Portland Chapter

Volunteer Job Description

JOB TITLE	Annual Conference Registration Lead (2019)
JOB DESCRIPTION	<p>Job Overview</p> <p>This Lead volunteer is part of the AC Project Team and reports to the Director of the Annual Conference. The Registration Lead is responsible for developing and implementing a registration plan (covering online registration and event-day registration activities) to meet the goals for the Annual Conference.</p> <p>Job Details</p> <p>Planning and Pre-Event Execution</p> <ul style="list-style-type: none">• Develop the Registration Management Plan and activities schedule that rolls up to the overall Annual Conference Project Plan and agreed upon milestones. Registration scope includes online pre-event registrations, walk-in day-of event registration, all activities at registration table.• Collaborate closely with the Operations Lead and the web team and the Finance Lead in order to meet technology needs and abilities for developing, testing and refining the online registration process.• Attend weekly or other agreed-upon project meetings as called by the Annual Conference Director or Sponsor.• Recruit and train necessary assistant and other volunteer team members to implement the activities of the Registration Management Plan. Collaborate with the Volunteer Management Lead for proactive recruiting and onboarding. Create working charter with assistant and any volunteers working directly with the Lead in order to effectively communicate progress, delegate work, and resolve issues. Ensure volunteer hours are reported through TrackItForward system.• Determine and lead team meetings as appropriate. <p>Day of Event</p> <ul style="list-style-type: none">• Early table set up and onsite testing of all registration technology and processes• Ensure all registration volunteers understand their roles and processes and know protocols for issue resolution• Ensure all supplies are on site (lanyards, parking passes, printed name tags, signage)• Serve as main point of contact on site for the registration desk

	<p>Event Close/Follow-Up</p> <ul style="list-style-type: none"> • Clean up registration areas and prepare items for PMI storage • Maintain ongoing log of Lessons Learned and participate in the Retrospective after the Conference • Compile final report for submission to the AC Director • Thank team of volunteers <p>Required Skills/Qualifications</p> <ul style="list-style-type: none"> - Good interpersonal communication and prioritization skills. - Ability to work with other team leads and volunteers, influencing others to achieve results - Ability to work under pressure and in a hectic environment. - Attention to detail important. - Ability to develop plans and execute them to successful outcomes - Proficiency at Microsoft Office applications. <p>Career Benefits</p> <ul style="list-style-type: none"> - Add to your Project Management experience and exposure to the PMI community at large (great for those looking to complete an application for the PMP Exam) - Additional PDUs - Build your professional network as you engage with PMI volunteers - Increase your team leadership skills and experience - No cost attendance of annual conference
TIME COMMITMENT	<p>Job Duration 1 year with possibility of extension</p> <p>Estimated Hrs/Week Varies; may exceed 10 hours per week, except for the week of the conference, when it may exceed 10 hours per day.</p>
CHAPTER INFO	<p>PMI Portland Chapter membership required? (Asst Dir and above) Yes</p> <p>PMI certification required? No Which certification? (Fill in here)</p> <p>Portfolio Executive</p> <p>Division/Team : Annual Conference</p> <p>Team Leader's Name Sandra Koelle</p> <p>Chapter Leadership webpage - http://pmi-portland.org/about-us/leadership</p>
PDUs	<p>1 PDU per volunteer hour worked. See PMI.org CCRS information for details.</p>
TO APPLY	<p>Go to https://vrms.pmi.org, use Search Term (16967)</p>
QUESTIONS?	<p>Hiring Manager Name Sandra Koelle</p> <p>Title Director of Annual Conference</p>

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