



Project Management Institute Portland Chapter

Volunteer Job Description

JOB TITLE	Annual Conference Volunteer Management 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. In collaboration with all other team Leads, the Volunteer Management Lead is responsible for onboarding, recruiting and organizing volunteers for all aspects of the Annual Conference.</p> <p>Job Details</p> <p>Planning and Pre-Event Execution</p> <ul style="list-style-type: none">• Develop the Volunteer Management Plan and activities schedule that rolls up to the overall Annual Conference Project Plan and agreed upon milestones• Work with other AC leads to help them in recruiting the volunteers, motivate, and resolve any personal related issues.• 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 Volunteer Management Plan and other volunteer teams. 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.• Collaborate with all other Team Leads to define volunteer roles and responsibilities for effective recruiting efforts.• Maintain the master contact list of all volunteers for the event.• Create and send onboarding communication to all volunteers as they are recruited to ensure that all volunteers feel welcomed and understand how to use TrackItForward.• Work with AC leads to release non-performing volunteers in a timely manner. <p>Day of Event</p> <ul style="list-style-type: none">• Create and provide all appropriate conference event processes for volunteers and for subsequent conferences.• Provide clear direction for the volunteers day of event.

	<ul style="list-style-type: none"> • Ensure that all volunteers have contact information and are supported during their activities and roles at the conference. <p>Event Close/Follow-Up</p> <ul style="list-style-type: none"> • Clean up details, equipment returns, and storage of PMI items • 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 develop plans and execute them to successful outcomes • Proficiency at Microsoft Office applications. • Experience with events a plus <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	1 PDU per volunteer hour worked. See PMI.org CCRS information for details.
TO APPLY	Go to https://vrms.pmi.org , use Search Term (16973)
QUESTIONS?	<p>Hiring Manager Name Sandra Koelle</p> <p>Title Director of Annual Conference</p> <p>Email annual_conf@pmi-portland.org</p>

