

## **Volunteer Job Description**

<b>JOB ID</b>	8482
<b>JOB TITLE</b>	<b>Director of Volunteer Recognition</b>
<b>JOB DESCRIPTION</b>	<p><b>Job Overview</b> – This position is part of the Membership portfolio and is instrumental in promoting awareness through the board levels the need to consistently appreciate and recognize volunteers that further the chapter's mission and give back to the Project Management community.</p> <p><b>Career Benefits</b> – This position interacts with the PMI local community at large and with members within the PMI-Portland chapter and provides the opportunity to build your professional network. This position is ideal for any member that is passionate about sustaining the PMI Portland community and wishes to give back to the PMI community. This position develops facilitation and influencing skills as wells as network/relationship building skills.</p> <p><b>Job Details</b> – Individually or through leadership of volunteer recognition team:</p> <ul style="list-style-type: none"> <li>• Prepare an annual communication plan to promote consistent and fair volunteer recognition for all chapter level (newsletter articles, social media, website promotion of program, calls and meetings with VPs and Director).</li> <li>• Be a collection point for appreciation write-ups from any member on co-volunteer's efforts that substantially promote chapter activities and value.</li> <li>• Create and continually refine a multi-level matrix for evaluating\assessing volunteer effort (e.g. point systems) which is fair and easy to understand.</li> <li>• Encourage and promote volunteer recognition to the membership at large, directors and board by communicating ideas for volunteer recognition, assisting with efforts on occasions, promoting the awareness of the program and the powerful value of thank you.</li> <li>• Recruit 2 to 3 committee members to assist with volunteer recognition promotion and create and maintain job descriptions for committee members.</li> <li>• Meet with committee monthly to review inputs and make formal recommendations (with supporting documents) to the board of directors.</li> <li>• Maintain checklist of typical activities.</li> <li>• Continually develop and refine templates for distribution.</li> <li>• Train at least one volunteer as backup/standby relief on all regular tasks.</li> <li>• Follow-up and oversee to resolution any issues that surface.</li> <li>• Maintain the volunteer of the month program</li> <li>• Follow Chapter bylaws, policies and procedures; strive to fulfill the Chapter's mission, values, and strategic plans.</li> </ul> <p><b>Required Skills/Qualifications:</b> Proficiency at Microsoft Office applications. Passion for volunteers. Good communication, organization, and interpersonal skills. Consistent follow-through and attention to detail is critical for this position. Maintain active membership in-good-standing in both PMI-Portland and PMI</p>

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<b>JOB DURATION</b>	October 2016 through June of 2018
<b>TIME COMMIT / WEEK</b>	4 to 6 hrs / week
<b>PDU<sup>s</sup>**</b>	1 PDU per hour of volunteer activity up to the maximum allowed per year
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