Volunteer Job Description

JOB TITLE	Director of Volunteers
JOB DESCRIPTION	**Job Overview** Director of Volunteers develops and manages the chapter volunteer program to recruit, hire and track volunteers. Also manages a team of 4. **Job Details** - Assists all other Portfolios and Directorates with staffing needs - Runs volunteer table during Chapter Meetings, explaining volunteer program, current openings and recruiting volunteers - Director of Volunteers develops and manages the chapter volunteer program to recruit, hire and track volunteers. Also manages a team of 4. - Manages Chapters' use of Global VRMS - Manages chapters' use of Track it Forward - Manages team with 2 Assisting Directors and 1 Volunteer Manager and as many team members as necessary - Communicates volunteering program status to VP of Membership - Contributes volunteerism related articles to the Chapter's monthly newsletter as needed **Required Skills/Qualifications** - Highly organized with attention to detail - Strong communication skills both written and verbal - Management skills, desire to work with people, process development skills **Career Benefits** This position is essentially running a human resources/hiring department for the Chapter. Get to know and work with all Board members and their Directors to ensure each has the staff necessary to effectively run and maintain the Chapter. Help volunteers find a good fit for their needs and satisfaction.
TIME COMMITMENT	**Job Duration** Up to 2-years **Estimated Hrs/Week** 3-7 Hours/Week
CHAPTER INFO	**PMI Portland Chapter membership required? (Asst Dir and above)** Yes **PMI certification required?** No **Which certification?** (Fill in here) **Portfolio** Membership **Division/Team** Volunteer **Team Leader's Name** Shannon Musson **Chapter Leadership webpage -** http://pmi-portland.org/about-us/leadership
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 (11703)**
QUESTIONS?	**Hiring Manager Name** Shannon Musson **Title** VP of Membership

	Email	Vp_membership@pmi-portland.org