

Position Description Volunteer Recruitment Committee Member

Purpose:

The role of the Volunteer Recruitment Committee member is to assist in recruiting, training and recognizing PAVRO volunteers. The Committee member also develops volunteer committee position descriptions to help grow PAVRO's committees by recruiting the right candidates for the right positions. The Volunteer Recruitment Committee volunteers report to the Past President.

Responsibilities:

Under the direction of the Past President and/or Committee Chair, the volunteer's responsibilities are to:

1. To ensure potential volunteers complete an on-line application and forward to the Past President.
2. Assist Directors and/or Committee Chairs in recruiting volunteers for their committees
3. Assist with creating Volunteer Position Descriptions with the Director and/or Committee Chair. A clearly defined role will help to find the best candidate for the position.
4. Assist the Director and/or Committee Chair with interviews, utilizing standard volunteer interview questions.
5. Assist the Director and/or Committee Chair in providing training and/or orientation to the Committee they have signed on for.
6. Ensure the Director and/or Committee chair have the volunteer sign a statement of confidentiality and provide any other information required for the position.
7. Collect volunteer hours, analyze and provide recommendations as needed.
8. Ensure all volunteers are recognized according to PAVRO's Policy and Procedures.

Experience/Skills Required:

- A minimum of 1 year experience managing or leading a volunteer program(s).
- Demonstrated skills, knowledge and experience in the design and execution of volunteer activities

- Strong belief in PAVRO's mission, vision and values; able to articulate them
- A readiness to learn and understand PAVRO's strategic objectives.
- Demonstrated ability to work independently and follow through with assigned projects and responsibilities
- Excellent interpersonal and organizational skills
- Knowledge of the broader community impacting volunteerism and effective volunteer engagement
- Flexibility and patience

Term:

The term is determined with the Past President and/or Committee Chair.

Code of Conduct

The volunteer must agree to the following:

- I will perform my duties responsibly and impartially to the standards set out by PAVRO in a manner that would bear public scrutiny.
- I agree to declare any real, apparent or perceived conflict of interest in matters which may result in financial gain or personal benefit.

Benefits:

- Opportunity to gain a keen understanding of current happenings in the profession and broader voluntary sector.
- Opportunity to network and work closely with leaders in volunteer management from across the province
- Opportunity to have broad input and impact on behalf of PAVRO and the profession.
- Opportunity to develop leadership skills
- Opportunity to help find/develop real solutions
- An opportunity to develop/enhance leadership experience and be part of a team dedicated to excellence and best practice in the engagement of volunteers.
- Reimbursement for travel expenses and long-distance phone charges (as per existing policies).

Approved: May 5, 2017