

Volunteer Coordinator

The Volunteer Coordinator is a volunteer position whose purpose is to seek and recruit volunteers for chapter jobs. This position has the following responsibilities:

- Maintains various job descriptions
- Works with admin council to determine open positions
- Sends out emails and attends program meetings to recruit members for open positions when needed
- Follows up with potential volunteer emails
- Notifies President of potential volunteers
- Attends and participates in chapter and administrative meetings
- Reports on volunteer-related topics at monthly administrative meetings
- Ideally, also manages a list of potential candidates

Requirements

- Reliable access to e-mail

Time commitment

- Depending on need, 2-3 hours per month

Term and Succession

- The term is one year with no succession.