



## **VOLUNTEER POSITION DESCRIPTION VOLUNTEER COORDINATION COMMITTEE**

Members of this committee perform tasks of volunteer recruitment, selection and orientation for a range of program needs, including standing committees, classroom assistants, membership and recruitment events, and office/administrative support. Committee members conduct interviews with potential volunteers, recommend volunteer assignments, coordinate scheduling (including cancellations), conduct orientation and training of new volunteers, and review volunteer performance according to the position description. They also collect and analyze volunteer forms and time tracking. In addition, this committee oversees and implements the volunteer recognition program.

### **VOLUNTEER COORDINATION COMMITTEE CHAIR**

- Oversee the successful implementation of the committee tasks
- Plan and prepare meeting agendas
- Lead Volunteer Coordination Committee meetings
- Ensure the recording & submission of meeting minutes
- In partnership with staff, recruit and recommend Volunteer Coordination Committee members
- Submit brief summary for monthly Leadership Board meetings

**Estimated Time Commitment:** 4 hours per month

### **VOLUNTEER COMMITTEE TASKS**

#### **Volunteer Recruitment**

- Review and maintain a current list of OLLI volunteer opportunities
- Create awareness of volunteer opportunities and encourage members to become engaged
- Conduct one-on-one discussions (by phone and/or in person) to determine members' volunteer interests and expertise
- Work with staff to maintain an updated volunteer roster

#### **Volunteer Selection**

- Based on the interview results, recommend suitable role(s) for the volunteer
- Schedule specific assignments for volunteer ambassadors
- Communicate with volunteers to confirm assignments, procedures and schedules

#### **Volunteer Orientation & Training**

- Schedule and conduct volunteer orientations as necessary
- Work with staff to prepare, distribute and review volunteer nametags and packets

#### **Volunteer Recognition**

- Conduct an annual volunteer satisfaction survey
- Follow-up with volunteers to offer thanks and identify any concerns
- Plan and implement an annual volunteer recognition program/event
- Recommend volunteer gifts

**Committee Size:** 2-3 members; minimum 8-month residency required

**Term:** July 1-June 30; renewable upon mutual agreement

**Estimated Time Commitment:** 4-6 hours per month

**Meeting Requirement:** as needed

**Preferred Experience & Skills:**

- Excellent interpersonal communication skills
- Teaching, office/HR experience
- Attention to detail
- Data entry with a high degree of accuracy
- Experience with MS Office and/or online survey software