



Job Description

Project Management Institute Pikes Peak Regional Chapter (PMI PPRC)

Job Title	Director of Volunteers
Job Type	Appointed
Commitment Type	Ongoing - Appointments made for (and possibly renewed) one calendar year at a time.
Reports To	PMI PPRC President
Objective	Appointed volunteer responsible for addressing the needs of the volunteers, including recruitment, retention, recognition and leadership development training and support.
Duties and Responsibilities	<ul style="list-style-type: none"> • Responsible for volunteer recruitment and/or retention • Assist elected and director level board members in developing volunteer job descriptions • Responsible for providing clear expectations to volunteers regarding their roles • Understand and leverage experience of volunteers and direct them to various initiatives in the chapter • Responsible for identifying and developing programs to involve, develop, engage and manage volunteer members • Responsible for the development and recognition of volunteers • Build quality into volunteering by introducing and refining different processes for managing the work from volunteers • Develop and implement succession and transition plan • Responsible for providing PMI volunteer awareness at the local and global levels. • Issue volunteer service certificates • Manage volunteer recognition program
Qualifications and Requirements	<p>Need:</p> <ul style="list-style-type: none"> • Must be a PMI PPRC member • Good communication and reporting skills. • Understanding of Volunteer Resource Management • Understanding of Volunteer Recognition and Appreciation Programs • Ability to use PMI Volunteer Relationship Management System (VRMS) to match volunteer skills with interests (tbd) • Proficient in Email Communications (e.g., MS Outlook, Google Mail)

