

Volunteer Opportunity Description

Project Management Institute Pikes Peak Regional Chapter (PMI PPRC)

Job Title	Director of Workshops
Reports To	VP of Education
Type of interaction (in person or virtual)	In Person and Virtual (when available)
Estimated Time commitment	5-10 hrs per month
Description or summary of position	<p>The Director of Workshops is responsible for identifying, scheduling, planning, and managing chapter workshop events.</p> <p>The position assists the VP of Education and the Board of Directors in defining program proposals, initiatives and budget. The Director provides leadership over the workshop program and recruits volunteers as needed to accomplish the desired program initiatives.</p>
Deliverables	<p>Workshop program plan. Providing a minimum of six (6) workshops a year.</p>
General Duties and Responsibilities	<ul style="list-style-type: none"> • Develop and maintain the workshop program. • Identification and recommendation of chapter workshops. • Lead committees in support of workshops to include by not limited to speakers, registration, logistics, finance, refreshments, and communication. • Appoint additional Level 1 and 2 volunteers as needed to organize, plan, and manage workshops. • Work with the VP of Education and other Education directors on an annual plan for chapter workshops and to include that plan as part of the Education Plan. • Provide quarterly workshop dashboard report to VP of Education which identifies information on instructor scoring, number of students, financial (profit/lost), attendance information, and other to be agreed upon. • Coordinate communication plan with Marketing and Communication for announcing educational workshop opportunities to Chapter members. • Review workshop material prior to submitting agreement to VP of Education to ensure it meets applicable PMI Guidelines for Professional Development Units(PDUs). • Coordinate with VP of Education on all financial commitments associated with workshop activities. • Provide input and support for other chapter educational activities/events. • Responsible for staffing additional volunteers in order to support the Workshop program. • Monitor the Director of Workshops mailbox and promptly respond to requests for information and other inquires.
Experience Qualifications and Requirements	<p>Need:</p> <ul style="list-style-type: none"> • Previous workshop planning a plus • A PMI certification preferred but optional • Must be a PMI PPRC member of at least one year in good standing • Good communication and reporting skills • Good planning and organizational skills

Is chapter membership required?	Yes Applicant must be and remain in 'good standing' with PMI and PPRC memberships.
Number of required years as a member	One (1) year of PMI_PPRC membership
Desired skill sets	<ul style="list-style-type: none"> • Enthusiasm for the mission of the PMI Pikes Peak Regional Chapter • Consistent record of taking the initiative and being self-motivated • Friendly, customer service oriented • Excellent interpersonal skills • Excellent communication skills • Demonstrated success in working well with people and teams • Good organizational skills • Has an organized approach to doing work • Polite, polished, and effective written and oral communications skills • Commitment to his/her own professional development • Competency with presentation software (PowerPoint or another software)
Credential type req.	PMI certification preferred, but optional
PDU's available for award:	<ul style="list-style-type: none"> • PDU Volunteer Service • 1 hour of service = 1 PDU • Refer to PMI PDU category limits for caps and limits associated with your certification
Resume required?	Yes
Interview required?	Yes
Travel required?	Determined by method of delivery
Term limit for opportunity	Appointed to a 1-year term; renewable. VMM Level: 3
Activity/Time Reporting	No formal activity time reporting is required for the selected position. It can be voluntarily submitted via completing the 'Report PDU' activity report, which can be found on the 'myPMI' page on the PMI website.
Contact Information	VP of Education, vp_education@pmipprc.org
Number of openings	1