



Volunteer Job Description

JOB TITLE	Assistant Volunteer Team Lead
JOB DESCRIPTION	<p>Job Overview</p> <p>This volunteer is responsible for assisting the Volunteer Team Lead in recruiting and organizing volunteers for all aspects of the Annual Conference.</p> <p>Job Details – In coordination with the Annual Conference Director and Conference Team Leads:</p> <ul style="list-style-type: none"> ● Assist in maintaining volunteer contact information. ● Assist in establishing orientation checklists and volunteer schedules as needed ● Assist in providing instruction and direction to volunteers at the conference. ● Assist in collecting and tracking all conference volunteer hours through Track-it-forward and/or other means as appropriate. ● Assist in creating documents for the conference event processes (related to volunteer management) as foundation documents for future events <p>Required Skills/Qualifications</p> <ul style="list-style-type: none"> ● Good communication, organization, and interpersonal skills. ● Ability to reach out to potential volunteers and effectively engage their participation. ● Ability to work effectively as a member of a professional team.. <p>Career Benefits</p> <ul style="list-style-type: none"> ● Team leadership skills exhibited ● Networking ● Work with the “App” technology.
TIME COMMITMENT	<p>Job Duration 1 years</p> <p>Estimated Hrs/Week 2hrs/week average, but increases to 10hrs/week just before and during event.</p>
CHAPTER INFO	<p>PMI Portland Chapter membership required? Yes</p> <p>PMI certification required? No Which certification? (n/a)</p> <p>Portfolio Membership</p> <p>Division/Team Annual Event Leads (and Volunteer Support Team)</p> <p>Team Leader’s Name Divya Jain</p> <p>Chapter Leadership webpage - http://pmi-portland.org/about-us/leadership</p>
PDU s	1 PDU per volunteer hour worked. See PMI.org CCRS information for details.
TO APPLY	Go to https://vrms.pmi.org , use Search Term (9694)
QUESTIONS?	<p>Hiring Manager Name Divya Jain</p> <p>Title Annual Conference Volunteer Lead</p> <p>Email member_services@pmi-portland.org</p>