

Volunteer Title:	Volunteer Coordinator	Requisition No.	
Department/Group:	Membership	Date Posted:	October 24, 2019
Location:	Honolulu, HI		
JOB DESCRIPTION			
<p>Volunteer position to support the Membership Director in developing, managing, implementing, coordinating and reporting on activities to support volunteers for the chapter.</p> <p>DELIVERABLES</p> <ul style="list-style-type: none"> ● Completed Volunteer Resource Management System (VRMS) posting and status reports monthly. ● Distribution of Volunteer Certificates as needed. ● Activity reports monthly. <p>RESPONSIBILITIES</p> <ul style="list-style-type: none"> ● VRMS: Collect requests from Board of Directors (BOD) and post into VRMS. ● Volunteer Certificates: Collect requests for Giving-Back certificates, obtain approval from BOD in charge of volunteer submitting the request, create certificate, and send to volunteer. Update log. ● PDD: <ul style="list-style-type: none"> ○ Act as primary POC for all volunteers to disseminate information. ○ Coordinate team leads with their team – once connected, the team lead should take over. ○ Coordinate with team lead for Volunteer Certificate data. ○ Ensure registration, coordinate discount codes if any. ○ Manage on-site day of event – ensure teams report where they need to be and have what they need to do their tasks. ○ Coordinate with Membership Director for dissemination of certificates. ● Volunteer support activities – develop coordination plans and implement to improve volunteer management. ● Reports to Membership Director. <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <p>Must be a PMI Honolulu, Hawaii Chapter member in good standing. Must have access to internet and be proficient using the computer. Training for VRMS and website will be provided.</p> <p>PREFERRED SKILLS</p> <p>Proficient in using computer and internet. Knowledge of website editing a plus but not required. Strong interpersonal communication skills with solid written, verbal, and presentation skills.</p> <p>NUMBER OF POSITIONS</p> <p>Recruiting 1 volunteer, but may split tasks into multiple positions.</p>			

VOLUNTEER OPPORTUNITY DETAIL			
ESTIMATED TIME COMMITMENT			
<ul style="list-style-type: none"> ● VRMS management – 1-2 hours per month. ● Certificate – only as needed. ● PDD – tbd est 100 hours over 6 months. 			
TERM OF THE VOLUNTEER OPPORTUNITY			
Immediately and on-going, renewable each calendar year.			
BENEFITS			
<ul style="list-style-type: none"> ● 1 PDU per volunteer hour worked. ● PDD: Fully paid admission with ½ day free to attend sessions. ● <i>Leadership opportunity to train under Membership Director as potential BOD candidate in future.</i> 			
HOW TO APPLY: Email Membership@pmihnl.org			
Last Updated By:	Audrey Jewell, Membership	Date/Time:	October 24, 2019