

## Volunteer Opportunity Description

### Project Management Institute Pikes Peak Regional Chapter (PMI PPRC)

<b>Role Title</b>	Floating Volunteer Coordinator
<b>Reports To</b>	Director of Volunteers
<b>Type of interaction (in person or virtual)</b>	In-person and Virtual
<b>Estimated Time Commitment</b>	1-4 Hours a Month
<b>Description or summary of position</b>	<ul style="list-style-type: none"> <li>• Fill open, short term volunteer positions (ex. Workshop events setup/breakdown).</li> <li>• Actively engage with active volunteers at the various chapter events and programs operates.</li> </ul>
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>• Engage with volunteers to fill short term positions.</li> <li>• Status reports to reporting officer, monthly.</li> </ul>
<b>General Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Work with Volunteer committee and Board of Directors to understand the needs of floating volunteers for upcoming events.</li> <li>• Work with Volunteer committee to post/recruit for volunteers to fill short term roles.</li> <li>• Contact identified/opt-in floating volunteers to fill open positions.</li> <li>• Be an advocate for the chapter.</li> <li>• Be an advocate of the volunteering experience.</li> <li>• Recruit volunteers and leading them to the chapter’s chosen management system for entering interests.</li> </ul>
<b>Experience Qualifications and Requirements</b>	Must have prior PMI volunteer experience (one successful volunteer term).
<b>Is chapter membership required?</b>	Yes
<b>Number of required years as a member</b>	One (1) year of PMI PPRC membership
<b>Desired Skill Sets</b>	<ol style="list-style-type: none"> <li>1) Passion for volunteering</li> <li>2) Excellent interpersonal skills, working well with people and teams</li> <li>3) Convincing communicator both in person and virtually</li> <li>4) Consistent record of taking the initiative and being self-motivated</li> <li>5) Polite, polished and effective oral presentation skills.</li> </ol>
<b>Credential Type Required</b>	None
<b>PDUs available:</b>	<ul style="list-style-type: none"> <li>• PDU Volunteer Service</li> <li>• 1 hour of service = 1 PDU</li> </ul> <p>Self-Reporting of PDUs per PMI’s standards and policies. Refer to PMI PDU category limits for caps and limits associated with your certification.</p>



PIKES PEAK REGIONAL CHAPTER

<b>Resume required?</b>	No
<b>Interview required?</b>	Yes
<b>Travel required?</b>	No, however opportunities are available to attend PMI's leadership conferences held twice a year.
<b>Term limit for opportunity</b>	Unlimited
<b>Activity/Time Reporting</b>	Hours can be self-reported via the PMI PDU tracking system.
<b>Contact Information</b>	Director, VP Volunteers
<b>Number of Openings</b>	1