

Volunteer Opportunity Description

Project Management Institute Pike's Peak Regional Chapter (PMI PPRC)

Role Title	Volunteer Governance
Reports To	Director of Volunteers
Type of interaction (in person or virtual)	In-person and Virtual
Estimated Time Commitment	5-10 Hours a Month
Description or summary of position	<ul style="list-style-type: none"> • Manage list of current volunteers (VMM at a minimum) • Reporting average volunteer hours monthly and annually. • Ensure volunteer positions are up to date, accurate.
Deliverables	<ul style="list-style-type: none"> • List of potential volunteers/interests engaged throughout the month, along with status (Declined, In Process, Submitted, Passed Along) • List of potential volunteers and interests. • Status reports to reporting officer, monthly.
General Duties and Responsibilities	<ul style="list-style-type: none"> • Standardize tracking of volunteer hours for all volunteers. • Consolidate all volunteer hour tracking into single method, providing monthly reporting to Board of Directors. • Work with Volunteer committee and Board of Directors to understand the current demand for volunteers, obtaining thorough position descriptions. • Work with Communications committee to update website, in accordance of SLA's, with accurate statuses of volunteer positions. • Be an advocate for the chapter. • Be an advocate of the volunteering experience. • Recruit volunteers and leading them to the chapter's chosen management system for entering interests. • Work with Director of Governance to maintain standard. • Develop volunteer policies and procedures.
Experience Qualifications and Requirements	Must have prior PMI volunteer experience (one successful volunteer term).
Is chapter membership required?	Yes
Number of required years as a member	One (1) year of PMI PPRC membership
Desired Skill Sets	<ol style="list-style-type: none"> 1) Passion for volunteering 2) Excellent interpersonal skills, working well with people and teams 3) Convincing communicator both in person and virtually 4) Consistent record of taking the initiative and being self-motivated

	5) Polite, polished and effective oral presentation skills.
Credential Type Required	None
PDUs available:	<ul style="list-style-type: none"> • PDU Volunteer Service • 1 hour of service = 1 PDU Self-Reporting of PDUs per PMI's standards and policies. Refer to PMI PDU category limits for caps and limits associated with your certification.
Resume required?	No
Interview required?	Yes
Travel required?	No, however opportunities are available to attend PMI's leadership conferences held twice a year.
Term limit for opportunity	Unlimited
Activity/Time Reporting	Hours can be self-reported via the PMI PDU tracking system.
Contact Information	Director, VP Volunteers
Number of Openings	1