

Volunteer Opportunity Description

Project Management Institute Pikes Peak Regional Chapter (PMI PPRC)

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| Role Title | Volunteer Recruiting Officer |
| 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"> Actively recruit volunteers at the various events and programs PMIMSL operates. Understand their skill sets, availability, and match them to wanted positions under various chapter committees. This position starts immediately. |
| 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"> Work with Volunteer committee and Board of Directors to understand the current demand for volunteers, obtaining thorough position descriptions. 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. Interview potential volunteers within 48 hrs of submission. Provide protentional volunteer information to relevant BoD members for open positions within 48 hrs of interview. Maintain a list of potential volunteers and interests. Work with Board of Directors to match potential volunteers with open positions. |
| 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. |



PIKES PEAK REGIONAL CHAPTER

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| Credential Type Required | None |
| PDU's available: | <ul style="list-style-type: none">• PDU Volunteer Service• 1 hour of service = 1 PDU Self-Reporting of PDU's 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 |