

Volunteer Opportunity Description

Project Management Institute Pikes Peak Regional Chapter (PMI PPRC)

Role Title	Volunteer Retention 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 engage with volunteers at the various chapter events and programs operates. Provide training and assistance to volunteers as they learn roles, face challenges, and transition out of position.
Deliverables	<ul style="list-style-type: none"> Volunteer Onboarding training program and training delivery. Exiting Survey for transitioning volunteers. 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 needs of volunteers as they enter a role. Work with current and past volunteers to understand challenges faced by volunteers and finding solutions. Work with past volunteers transitioning out to learn the why and how to improve a volunteer's experience. Develop and maintain a volunteer onboarding training. Delivery volunteer onboarding training. 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 Board of Directors to improve the volunteer experience.
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

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