

## Volunteer Director

### **Position Specific Skills**

This person should be extremely familiar with Excel, as this is what is used to develop the Volunteer opportunities for the association. They must also be extremely well organized, comfortable with computers, and prompt in responding to volunteer requests/needs of the association. Verbal communication skills are extremely important, as they are coordinating many volunteers, and instructions given to them must be clear.

### **Responsibilities**

- Responsible for the administration of the volunteer program at CYHA.
- Liaison with the team managers. Coordinate and lead the managers meeting and responsible for the content of the manager's portion of the website.
- Update Volunteer package for on-line Registration package - requires board approval.
- Collect Volunteer Forms and checks at Registration.
- Obtain from Registrar additional forms and checks from mail in/drop off registration.
- Maintain Volunteer Database or spreadsheet.
- Determine and post all volunteer opportunities on-line.
- Monitor on-line sign-up and recruit volunteers as needed.
- Credit volunteer's appropriate hours once completed.
- Forward all checks for association members that have not fulfilled their volunteer commitment to the treasurer.
- Work with coordinators as needed. Assuring the following coordinators are in place, and completing their duties -
  - Picture Coordinator
  - Jersey Coordinator
  - Sponsor Coordinator
  - S.K.A.T.E Coordinator
  - Outdoor Ice/Dryland Coordinator
  - any other coordinators added to the Board
- Recommend revisions to Volunteer program to CYHA board at end of season - to include determining the numbers of hour's families are required to work, based on needs throughout the year - any changes to be approved by board members.