

The Mission and Purpose of PMI-SVC Programs

Our purpose is to increase awareness of project management as a skill, practice and profession to enable changemakers within the Sacramento Valley Chapter of PMI. We are the growth, innovation and opportunity development branch of the Chapter with the mission to increase awareness of project management and develop long term relationships with future partners and members. Our goal is to build relationships to inspire new and existing members.

**Director of Volunteers**

ROLE DESCRIPTION: Owns the volunteer program for the chapter. Responsible for addressing the needs of the volunteers, including recruitment, retention, recognition, and leadership development training and support in accordance with chapter policies and bylaws.

ROLES AND RESPONSIBILITIES:

* Recruitment and/or retention of volunteers
* Conduct general volunteer orientation for all new volunteers including an overview of the volunteer structure, volunteer roles, responsibilities and deliverables
* Identify and develop programs to involve, develop and engage volunteer members
* Oversee, administer and build awareness of the chapter (and PMI’s) volunteer policies, procedures and guidelines
* Develop volunteers to serve in their volunteer roles
* Develop and administer volunteer recognition programs
* Oversee and manage the chapter’s volunteer programs and services
* Oversee and execute annual Volunteer Appreciation Event
* Develop and implement succession and transition plan

LEADERSHIP SKILLS:

* Ability to Delegate Effectively
* Coaching and Mentoring
* Persuasion/Motivation Skills
* Team Building Skills

*Expected time commitment*: At least 10-15 hours per month

Contact Information

To find out more about this position and the chapter, please contact:

Adam Schmidt, Vice President of Member Relations, VPMR@pmi-svc.org