



# **VOLUNTEER JOB DESCRIPTION**

## **VOLUNTEER TRAINING COORDINATOR**

### **DESCRIPTION**

The Volunteer Training Coordinator will provide support to the Director of Volunteer Training. They will train, coach, and mentor volunteers with a focus on lead advisors and advisory board directors. They will provide feedback and coaching as needed and requested by lead volunteers.

### **TIME:**

Estimated hours: 3-5 hours per week varying through the academic year.

High-volume time periods could include: TBD

Participate in volunteer development training

Attend the national convention

**TERM:** 2-year term

**APPOINTED BY:** National Council

**REPORTS TO:** Director of Volunteer Training

**NATIONAL OFFICE STAFF CONTACT:** Director of Educational Programming and Director of Chapter Services

**PROVIDES SUPPORT TO:** Alumnae Volunteers and Director of Volunteer Training

### **RESPONSIBILITIES**

**Develop and implement a comprehensive strategic plan for the sorority's advisory board program, including identifying areas where additional advisory support may be needed and working with the Director of Volunteer Training to develop training materials for new board members.**

**Work closely with the VP- Chapter Operations and VP-Volunteer Engagement to ensure that the advisory board program is aligned with the sorority's mission and objectives**

**Manage and provide ongoing support to the sorority's existing advisory boards**

- In conjunction with the Director of Volunteer Training, coordinate regular meetings and training sessions
  - Facilitate communication between advisory boards and the sorority's leadership

**Provide support or guidance when members of an advisory board are not meeting expectations, or if there is a challenge or disagreement between the advisory board members and the lead does not feel comfortable managing on their own**

**Evaluate the performance of advisory boards on an ongoing basis**

- Make recommendations for improvements or changes as needed

**Ensure that all advisory board members are adhering to the sorority's policies and procedures, and take appropriate action if any violations occur**

**Serve as a liaison between advisory boards and the sorority's leadership**

- Advocate for the needs and interests of advisory board members

**Stay informed and updated on Sorority initiatives, programs and best practices for chapter operations and programs, and positively advocate for their sound implementation** ● Read and be familiar with:

- Sorority Bylaws and Policies

- This information is available under HQDocs found on PhiPortal

- Provide positive and consistent support for Sorority decisions, programs and initiatives
- Attend training opportunities in person and online, as requested

**Follow and support general volunteer responsibilities**

- Uphold all state and federal laws
- Uphold all policies and procedures
- Attend biennial Convention, Summer Leadership and/or any other AEPi development opportunities and meetings, as requested
- Maintain current and accurate information in Sorority database
- Respond promptly within 48 hours to all forms of communication regarding volunteer role
- Maintain confidentiality around Sorority, chapter and member business