

## Volunteer Services *Volunteer Manager*

<b>Level of Expertise:</b>	3 or more years of communications experience.
<b>Time Commitment:</b>	4 - 6 hours per month
<b>Duties:</b>	<p>Reporting to the Director of Volunteer Services, the Volunteer Manager oversees the recruiting, onboarding and offboarding of IABC/Calgary volunteers.</p> <p>This role is a one-year commitment with opportunity to extend the role for another year.</p> <p>Description of duties</p> <ul style="list-style-type: none"> <li>• Set up meetings with all volunteer applicants and connect them to the appropriate Board Member.</li> <li>• Connect with Board members regularly to ensure their volunteer roles are filled.</li> <li>• Create processes for volunteer onboarding and offboarding.</li> <li>• Answer member questions about volunteering with IABC/Calgary.</li> <li>• Update IABC/Calgary database of volunteers as volunteers begin and end their terms.</li> <li>• Work with the Director of Volunteer Services and Volunteer Technology Officer to integrate databases</li> </ul>

	and processes with software applications.
<b>Experience:</b>	<ul style="list-style-type: none"><li>• Good people and interpersonal communication skills.</li><li>• Planning and coordination skills.</li><li>• Ability to take initiative and work independently.</li><li>• Volunteer experience (with IABC or another group) is an asset.</li></ul>
<b>Technology:</b>	Comfortable with or learning to use Slack, Box, Gsuite, calendar integrations, and Excel.
<b>Reporting to:</b>	Kristen Dyck, Director of Volunteer Services.