

ADRP Volunteer Job Description:

Volunteer and Member Experience Committee Chair

Purpose of the Position

The Volunteer and Member Experience Committee enhances the ADRP volunteer experience and assists in the development and maintenance of the volunteer pipeline.

The Committee is responsible for tracking, evaluating, and enhancing the volunteer and member experience for ADRP through the following tasks: oversight of the volunteer section of the website, maintaining a catalogue of open opportunities and current volunteers, active recruitment of prospective volunteers for all positions, evaluating the volunteer experience through exit interviews and other means, implementing improvements to the volunteer program and other member programs, and overseeing specific ADRP programs that enhance the member experience.

The Chair serves a two-year term with the opportunity for renewal at the discretion of the Chair and the ADRP Board of Directors.

Responsibilities for Chair

1. Recruit and lead a team of at least three committee members, preferably with experience in volunteering with ADRP.
2. Recruit a subcommittee of two to three members to focus on the expansion of the ADRP mentorship program
3. Assign specific roles/tasks for each committee member.
4. Personally manage recruiting, exit interviews, and support for key volunteer positions.
5. Provide regular updates to the Board Liaison, ADRP leadership, and ADRP Office.

Responsibilities of the Committee

1. Expand and manage the ADRP mentorship program.
2. Assist in the creation and maintenance of a master catalogue of ADRP volunteer positions and assigned volunteers.
3. Serve as a resource for committee Chairs when recruiting new members and filling volunteer positions.
4. Serve as a resource for members who wish to volunteer with the organization. This includes follow-up with members who express interest in volunteering in an effort to secure an available position that suits their experience and organization need. This may involve outreach following member registration/renewal form submissions and individual member outreach. Committee should focus on creating and feeding a robust volunteer pipeline.

Drafted September 3, 2019

5. Oversee and manage an exit interview for all volunteers that evaluates effectiveness of work, happiness of volunteers, and identification of future volunteering potential and desire. This will include a formal survey and a phone interview for committee chairs and other select volunteers. Committee may wish to implement other evaluation procedures.
6. Pass promising candidates for the ADRP Board of Directors to the Nominations Committee during recruiting periods.
7. Assist ADRP staff in creation, updating, and distribution of any volunteer related materials such as a volunteer manual and master list of opportunities.

Qualifications and Skills

- At least two years of personal volunteer experience with ADRP
- Professional experience in the Donor Relations field
- Strong interpersonal communication skills
- Desire and ability to serve as a positive and professional ambassador for ADRP
- A personal commitment to the diversification of ADRP membership and volunteers
- Willingness and ability to connect with members both by email and phone