



Volunteer Development & Experience Lead

The Volunteer Development & Experience Lead manages the recruitment, selection, development, and recognition efforts of the regional volunteers.

Key Competencies: Professional Development, Volunteer and Staff Management

Specific Responsibilities:

- Gauge prior knowledge and skill level for volunteers and works with team leadership to design and implement training and development resources, with assistance from the NACA office.
- Connects with volunteers regularly throughout the year to ensure they are engaged within the region and check on their experience.
- Supports volunteer recruitment within the region and works with the office to manage the selection process for Regional Leadership Team volunteers.
- Assist team members in translating their volunteering experience into professional experience.
- Serves as an advocate within the RLT, ensuring the team understands the Association's Mission, vision, and Statement on Diversity and works to ensure these ideals are addressed in regional programs.
- Additional responsibilities as assigned and agreed upon with NACA staff liaison.

Qualifications/Expectations:

- Attends volunteer meetings via Zoom and attends NACA programs whenever possible.
- Must be a part time (50%) or full-time professional staff member at a NACA member institution.
- Volunteers are encouraged to speak with a supervisor about professional opportunities presented by volunteering with NACA, such as professional and personal growth, and possible financial support.
- If the volunteer changes jobs during the position's term, NACA office staff must be informed of this change within two weeks.
 - If the new institution is not a member, they must join as a member within 30 days of hiring.

Association Support:

- Access to NACA Google Drives
- Office Liaison: Volunteer Development Specialist

Term of Service/Time Commitment: 1 year, May - April

- Approximately one hour a week, including meetings and independent planning/organization
 - *Time commitment is flexible and often dependent upon RLT-planned initiatives.*

Supervision Received: Regional Leadership Team Chair

Competencies:

- Cultivating a Sense of Belonging
- Experiential Leadership Learning
- Networking and Business Relationships
- Professional Development
- Recruitment and Retention
- Relationship Development
- Volunteer and Staff Management