

# BPC VOLUNTEER RELATIONS JOB DESCRIPTION

*As an elected officer, the Volunteer Relations Officer is a representative of the Brook Park Council and has the ability to affect the image and reputation of the BPC.*

## **CHARACTERISTIC:**

- Model good leadership qualities; maintaining honesty and high level of integrity
- Devoting adequate time to the position
- Working as a team member with the officers of the BPC
- Exercising good ethical judgment
- Setting aside personal views and act in the best interest of the BPC
- Good listening skills
- Good verbal and written skills
- Interactive and approachable
- Highly motivated and organized;
- Proficient with computer programs including Excel, e-mail, and online volunteer management software

## **TIME COMMITMENT:**

- Attend and actively participate in Board Meetings once per month
- Executive Board Meetings (approx.) once per month or as needed
- Most of the work can be done on your own schedule
- Rotate with Board members to represent the Board at scheduled school and BPC events

## **TYPICAL MONTHLY TASKS:**

- Maintain database of all volunteer members.
- Write and provide job descriptions for all volunteer positions.
- Recruit volunteers as requested by Board and/or Committee Chairs
- Contact volunteers for scheduling and for training events.
- Fill any vacant volunteer positions as they occur throughout the year.
- Work to match memberships skills and interests with volunteer opportunities
- Mobilize special project volunteers when needed and give them adequate training and supervision.
- Support volunteers with encouragement and recognition events.
- Establish guidelines for supervision of volunteers.
- Work with the concessions committee to purchase and track concessions at events.
- Maintain a procedure book for the Volunteer Relations position

## **TYPICAL ANNUAL TASKS:**

- Annually update the Time and Talent survey and distribute it to all members.
- Design, lead, and publicize annual (October) Volunteer Fair

## **TRANSITION and RESOURCES:**

- Incoming Volunteer Relations takes office immediately following the May BPC meeting
- Outgoing Volunteer Relations works with incoming Volunteer Relations to transition through the month of June
- BPC Board Policy and Procedure binder – including By-laws and job descriptions
- Articles about Volunteer Coordinator topics
- Past files and examples including volunteer database, training materials, and supporting materials
- Maintain documentation (paper and computer files) related to their function and deliver this documentation and any official materials to their successor within ten day after the meeting at which the successor was elected.

*I have reviewed the above job description with the incoming Volunteer Relations position.*

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Outgoing Volunteer Relations Signature

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Date

*I have received and understand the above job description for Volunteer Relations position and will execute to the best of my ability.*

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Incoming Volunteer Relations Signature

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Date