



Job Title:	Director of Volunteer Recruitment	Job Category:	Volunteer
Team:	Outreach	Hours needed:	AS NEEDED
Location:	REMOTE	Hourly rate:	\$0.00/hour at this time; pending grant awards for compensation

Job Description

ROLE AND RESPONSIBILITIES

The Director of Volunteer Recruitment will attend at least 1 remote Board of Directors (BOD) meeting per year that is legally required by the governing bodies. Similar to the rest of the BOD, the Director of Volunteer Recruitment (DVR) will volunteer on an ad-hoc basis to meet the needs of the Volunteer Scribe Internship Program. The DVR will volunteer 100% remotely and work directly with the Volunteer Coordinator(s) and the Founder of Volunteer Scribes, Inc. Together they will collaborate on volunteer recruitment to best serve each clinic site and healthcare community. The DVR would use slack, Handshake, and/or other platforms such as zoom/Google Meets, Facetime, etc.

KEY DUTIES

- Attend at least one remote BOD meeting per year
- Manage #pre-med-resources-official slack channel and promote this channel to grow a collaborative pre-med community
- Collaborate with Volunteer Coordinator(s) to recruit additional volunteers via Handshake, VolunteerMatch, facebook, email, etc.
- Collaborate with Volunteer Coordinator(s) and Founder on [Canva](#) designs for public relations
- Assist with managing the coordinator@volunteerscribes.org email inbox
- Participate in additional remote meetings as needed

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- *minimum* High School Diploma (or equivalent)

PREFERRED SKILLS

- 1 year or more of experience in leadership
- Excellent writing and communication skills
- Highly detailed and strong proofreading skills
- Project management experience with demonstrated ability to meet deadlines
- Experience with slack and Canva
- Self-motivated and eager to work in a team setting
- Experience with Google Workspace and video calls (zoom, Google Meets, Facetime, etc.)

ABOUT VOLUNTEER SCRIBES, INC.



[Volunteer Scribes, Inc.](#) is a nonprofit (501c3 in progress) that runs the Volunteer Scribe Internship Program and we are headquartered in Minnesota, USA. Our mission is to provide free medical scribes to healthcare providers such as doctors, nurse practitioners, chiropractors, and physician assistants. We encourage a culture of diversity, respect, inclusion, camaraderie, determination, positivity, pursuit of personal and team collaboration on the Board of Directors and in the Volunteer Scribe Internship Program.

Email Questions to	info@volunteerscribes.org	Subject:	DVR QUESTIONS
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General Board Expectations

DUTIES

Board Members must hold themselves accountable, behaving with integrity, showing care to obey rules and laws at all times. It is the board's responsibility to develop and maintain an excellent reputation within the healthcare & grant community, to strengthen the Volunteer Scribe Internship Program, increase resources, and create and follow a strategic plan that honors the organization's core mission.

KEY EXPECTATIONS

- Attend at least 1 video conference board meeting per year
- Join #volunteer-coordinator slack channel for file sharing, communication, etc.
- Attend important special remote meetings as needed
- Takes the initiative to volunteer and accept projects
- Completes projects thoroughly and within deadlines
- Prepare for meetings, staying informed about BOD matters by reviewing minutes and reports
- Develop and maintain collaborative working relationships with other board members
- Helps maintain the board reputation as a unified group.