

BOARD ORGANIZING JOB RESPONSIBILITIES

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POSITION OVERVIEW

The Board member over Organization will works towards building volunteers as the heart of the organization. They will be provided resources, worksheets and templates from the Main Street America organization to learn how to recruit, retain and recognize volunteers who support our organization. Understanding volunteers are the lifeblood of a grassroots community collaborative effort. This includes cultivating volunteers from the community to serve in leadership roles, provide an overall direction and assist in wide variety of functions throughout the year. This position will require approximately 10 hours.

ESSENTIAL AND IMPORTANT DUTIES

Duties may include, but are not limited to, the following:

1. Works closely with the board member over promotion to communicate about volunteer opportunities across the community. These include events or service projects to improve the community.
2. Works closely with the board secretary to maintain a volunteer base or list to communicate effectively about volunteer opportunities.
3. Attends events and may table to recruit volunteers.
4. Raises income through donations, grants and other avenues.
5. Maintains visibility in the community and transparency of activities conducted by the organization.
6. Oversees the volunteer aspects of the organization.
7. Works with local area event leaders to aid in securing volunteers to assist. Examples include cleaning the river walkway, providing volunteers to work events such as the Arts Festival, Christmas Town and more.

MINIMUM QUALIFICATIONS

1. Five (5) years of progressively responsible experience or any equivalent combination of education and experience.
2. Considerable knowledge of nonprofit organizations including applicable laws and regulations.
3. Skill in resolving disputes and moving to positive resolutions.
4. Ability to plan, organize, direct and supervise the work of the organization.
5. Ability to communicate effectively verbally and in writing.
6. Ability to establish and maintain effective working relationships with Helper City and the general public.