**ATD Sacramento Volunteer Coordinator Position Description**

The Volunteer Coordinator organizes and manages a member list of volunteers dedicated to serving ATD Sacramento. The Volunteer Coordinator recruits, schedules, and trains volunteers based on chapter needs at monthly meetings and special events, as requested by Board members.

Volunteers are often responsible for:

        Welcoming members and participants to the meetings/events

        Checking in members and participants at meetings/events

        Setting up and breaking down meetings/events

        Tidying and cleaning up after meetings/events

        Providing additional support where needed with speakers, e.g., book signing for authors, security, parking

The Volunteer Coordinator thanks all volunteers who helped at meetings/events by following up via email within 48 hours; this email is short, but upbeat, thanking volunteers for their time and effort, and encouraging them to volunteer again at future meetings/events.

The Volunteer Coordinator also recognizes volunteers at the Chapter’s annual recognition awards dinner with a certificate and short speech.