

## Position Title: **Manager, Volunteer Recruitment**

### Description:

Builds and strengthens relationships with current ATDps members. Helps build interest in volunteering for ATDps from chapter members and future/potential chapter members.

### Time Commitment:

- 2-3 hrs/month every month attending member events as much as possible (Event schedule varies)
- 4-6 hours/month building connections with current members

Term: 12 months

Reports to: Director of Membership Experience

Voting Position: No

Supervisory Duties: No

Committee Members: No

Board Appointed: Yes

### Key Competencies:

Commitment, Teamwork, Reliability, Outreach, Communication

### Primary Responsibilities:

- Partners with Director of Membership Experience to keep a pulse on volunteer needs and possible volunteer matches for those needs
- Manages and coordinates matching of volunteer skill sets and interest with available positions while keeping a pulse on the open positions of highest urgency
- Recruits volunteers for the chapter
- Partners with President Elect, President and Director of Membership Experience to maintain list of active volunteers
- Builds relationships with new members to gauge interest in participating with the chapter as a volunteer
- Is articulate about the benefits of volunteering with ATDps
- Works with the Membership retention team to build volunteer awareness into the member onboarding process
- Supports ATDps Mission, Vision and Values:
  - o **Mission:** ATDps professionals together create a world that works better through excellence in Talent Development.
  - o **Values:** Connection, Growth, Inspiration, Support, and Fun
  - o **Vision:** To be recognized as the premier resource for talent development professionals in WA state.

**Success Measures:**

- Board positions are at least 80% filled for the current year
  - Build and strengthen relationships with chapter members
  - Represents Chapter within network and community
  - Sustains efforts and successes by preparing a successor in this role for a smooth transition.  
Shares all in-progress resources and documentation and makes introductions to active network before transitioning out of role
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**Privileges:**

Free attendance at monthly member events  
Potential career path into future Board positions  
Position listed on your resume and LinkedIn profile  
Opportunity to connect with ATDps members

**Additional Expectations:**

Member of the ATD Puget Sound chapter for term  
Post comments and engage in chapter's social media and online community  
Meet success measures listed above  
Advise Membership Growth Manager and Director of Membership Experience of trends seen in recruiting efforts