

# NCURA International Region

## Volunteer Coordinator

### DESCRIPTION OF POSITION

The NCURA International Region Volunteer Coordinator works with the International Region's Officers and assists the Committee Chairpersons in identifying potential committee members and chairpersons.

#### **DURATION of Appointment:**

Two year term

- A. **Function of Position** – The Volunteer Coordinator is responsible for identifying potential volunteers for the Region.
- B. **Essential Duties and Responsibilities & % Time Devoted** – The Volunteer Coordinator will launch annual “Calls” for volunteers for the Region's Professional Development Committee; the Nominating & Leadership Development Committee; Membership; and other positions as needed. The Coordinator will develop and oversee the Region's Volunteer Recognition Program. The Chairperson, reports to the NCURA International Region's Officers. One hour per week can be anticipated for this position.
- C. **Qualifications/Requirements**
  - 1. *Leadership* – Proven skills in leading and motivating potential and new volunteers in the region.
  - 2. *Knowledge and/or Skills* – An understanding of the NCURA International Region's Committees and their roles and responsibilities is necessary.
- D. **Education and/or Experience** – Familiarity with NCURA and past volunteer experience.
- E. **Training and Support** – NCURA staff provides necessary orientation and support to the Chairperson.