

IANDS Volunteer Coordinator

Draft Job Description

Duties: Manage all aspects of volunteer coordination for IANDS. This position does not involve direct supervision of volunteers, which is provided by the leader of the area in which the volunteer is working. Duties include:

Create and maintain list of current volunteers, along with contact information (email, postal address, preferred phone number) and start/stop dates. These include, but are not limited to, volunteers for the following IANDS areas:

- IANDS office
- IANDS conference
- ISGO
- Technology
- Marketing
- Website content maintenance
- Journal
- Group coordination

Solicit volunteers

- Poll leaders of IANDS areas to determine volunteer needs.
- Advertise needs
 - Maintain info for webpage of volunteer opportunities at www.iands.org
 - Each issue of *Vital Signs*

Maintain list of available volunteers.

Onboarding of all volunteers, including signing willingness to abide by IANDS Ethical Standards.

Exit interviews with discontinuing volunteers

Maintenance of records via IANDS googledocs

Express appreciation to volunteers

- Organize some form of an end-of-year expression of appreciation, such as a holiday mailing and/or a free ISGO program
- Organize event at conference for volunteer appreciation

Attend beginning of IANDS Board meetings on quarterly basis (Feb, May, August, November) and as needed to give report to Board and determine new positions.

Estimated time: Initially, 10 hrs/wk; eventually 10 hrs/month

Reports to: President or designated Board member

IANDS is currently seeking volunteers for two positions. If you are interested in applying, please send (a) a brief letter explaining your interest in and qualifications for the position, and (b) your resume, to Susan Amsden at services@iands.org.