

## Lead Volunteer Position Description

Document Owner: Tony Aloise

Last Update: Dec 29, 2018



Volunteers are critical contributors to the success of the mission of \_\_\_\_\_. We seek to enable volunteers to *serve to their purpose, passion and potential* and the “lead” volunteer role is part of our vision. We seek lead volunteers in these focus areas but priorities change over time: event planning, project work and programming.

### Position Summary

“Lead” volunteers will provide leadership in a focus area. They are partners with the Staff in setting priorities and driving continuous improvement. Each lead volunteer will bring different knowledge and skills to bear. The expected time commitment is 4-8 hours per month.

### Responsibilities

- Meet regularly and be a partner with the supporting Staff member to identify and discuss needs and improvement priorities. A lead volunteer may work on 1 or 2 projects at a time.
- Ideas must be evaluated and prioritized, develop and “sold” to enroll others, implemented and maintained. The work varies by focus area and individual but will likely fit into these categories:
  - Content development and writing
  - Process design, improvement and execution
  - Project management
  - Meeting or event planning
  - Community engagement

### Qualifications

The ideal Lead Volunteer possesses the following skills and attributes:

- **Experience with core work.** The lead volunteers have experience in a core area, e.g. mentoring. They have a demonstrated passion for the mission.
- **Life or career experience** with leadership, teaching, mentoring, project management or a special skill coupled with a desire to grow personally and professionally.
- **Professionalism.** Model professional conduct in speech, language, dress and contact with Clients, Staff and Community and be committed to quality execution and continuous improvement.

### Principles

- Lead volunteers are working in their passion and strengths and feel empowered. This requires ongoing discussion to align tasks, skills with organizational needs and it requires supportive coaching.
- The exact nature of the leadership and the work varies by individual. Each lead volunteer brings something special to add value to our mission. Discovering that “specialness” is part of the work.
- Measurable improvements are routinely accomplished.