

Volunteer Director

Position Specific Skills

The ideal candidate should have a high level of proficiency in Excel, which is the primary tool for creating volunteer opportunities within the association. Additionally, they must demonstrate exceptional organizational skills, computer competence, and a prompt response to volunteer requests and association needs. Strong verbal communication skills are paramount, as they will be coordinating with numerous volunteers, necessitating clear and effective instructions.

Responsibilities

- Responsible for the administration of the volunteer program at CYHA.
- Liaison with the team managers. Coordinate and lead the managers' meeting and responsible for the content of the manager's portion of the website.
- Update Volunteer package for on-line Registration package - requires board approval.
- Collect Volunteer Forms and checks at Registration.
- Obtain from Registrar additional forms and checks from mail in/drop off registration.
- Maintain Volunteer Database or spreadsheet.
- Determine and post all volunteer opportunities on-line.
- Monitor on-line sign-up and recruit volunteers as needed.
- Credit volunteer's appropriate hours once completed.
- Forward all checks for association members that have not fulfilled their volunteer commitment to the treasurer.
- Work with coordinators as needed. Assuring the following coordinators are in place, and completing their duties -
 - Picture Coordinator
 - Jersey Coordinator
 - Sponsor Coordinator
 - S.K.A.T.E Coordinator
 - Outdoor Ice/Dryland Coordinator
 - any other coordinators added to the Board.
- Recommend revisions to Volunteer program to CYHA board at end of season - to include determining the numbers of hours families are required to work, based on needs throughout the year - any changes to be approved by board members.