



VOLUNTEER MANAGER

Position Overview

The Volunteer Manager is responsible for recruiting and managing volunteers for support roles throughout the conference.

Background

The Texas Volunteer Management Conference (TVMC) is the leading educational event for current and emerging volunteer management professionals in Texas and neighboring states. Since 1991, this annual conference has provided an opportunity to learn from content experts, thought leaders, and seasoned practitioners who are outstanding in their fields. The TVMC is planned and executed by professionals from organizations that are leaders in the field of volunteer engagement.

TVMC was hosted virtually in 2021 and 2022. The virtual audience doubled the size of the conference from 2019's audience of 223 to a sold out audience of 500. The conference for 2023 was paused to reflect on the past and strategically plan for how to best support the growth of the conference.

The Host Agencies, which include VolunteerNow, DOVIA of Tarrant County, and DADV, are excited to relaunch TVMC in person with hybrid components in 2024.

Responsibilities & Oversight

- Coordinate with Program Chair and other Leadership Team members to identify conference volunteer needs
- Recruit and schedule conference volunteers
- Provide volunteer orientation and training
- Oversee volunteer assignments and manage volunteers throughout the conference
- Attend the TVMC

Qualifications

- Well organized, detail oriented, able to multitask, follow up and meet deadlines
- Prior volunteer management experience
- Able to lead, delegate, provide direction

Volunteer Manager Tasks

This serves as an overview of the tasks which require attention from the Volunteer Manager. This list is a guideline and additional duties might be added to ensure the success of the conference.

- Identify volunteer needs
- Recruit Volunteers
 - Room Hosts
 - job description
 - script
 - speaker bios/intros
 - Lobby Hosts
 - job description/responsibilities
 - schedule committee members
 - Other Volunteers as needed
- Revise and develop volunteer job descriptions and support materials
- Maintain communication with volunteers regarding assignments
- Provide Secretary with complete list of volunteers for name tags
- Volunteer check-in and job assignments
- Post Conference
 - Send thank you notes
- Attend TVMC and assist with set-up, execution, and clean-up of the event.

Reports To: Program Chair

Length of Term: Service term shall be a minimum of 1 year.

Time Commitment: Up to 5 Hours/month, increasing to 15-20 Hours/month leading up to the conference

Voting Status: Non-voting Member

Benefits: Support and advance volunteer management professionals and the profession in Texas and surrounding states. Gain invaluable networking contacts, acquire important management skills, and develop communication and leadership skills.