

NVSO Volunteer Coordinator (volunteer position) Job Description

1. Contact all Event Directors to discover whether or not they need volunteers. The Events Committee has contact information for each Event Director.
2. If an Event Director needs volunteer(s), request that they use NVSO's form and email it to them. A copy of this form is available in the Committee Members Only area of NVSO's website. All event-specific volunteer requests will be added to the website. Follow up as needed to receive completed forms.
3. If there is an insufficient number of volunteers for a particular event, work with the Event Director and the Committee to come up with options to try to fulfil that need. For example, some of our Patrons have expressed interest in asking their staff if they will volunteer as an additional way to support participants in NVSO 2022.
4. Volunteers receive a free NVSO volunteer t-shirt. Gather from the Event Directors the t-shirt sizes of the volunteers that have signed on to assist. Provide that information with the Committee member who will be ordering the t-shirts.
5. Organize the distribution of all the volunteer t-shirts working with the Committee and the Event Directors.
6. Propose how volunteers will be thanked when the 2022 NVSO is over; i.e., draft a thank you letter, work with NVSO's volunteer Graphic Designer on a paper certificate, etc.

March 20, 2022