

Job description

Volunteer Coordinator

He/she is responsible for locating and recommending volunteers to help with any and all positions in TAA using the membership roster, therefore, the volunteer coordinator needs to become familiar with this roster.

New members need to be contacted within 6 weeks of the application being received by TAA. The membership coordinator will pass on the necessary information to the volunteer coordinator monthly.

He/she will welcome a **new member** personally by email or phone and find out where the member would like to volunteer (or if he/she likes to volunteer at all) and what other skills they possess that may be a benefit to our organization. When a need for volunteers arises, the coordinator will help to find the best qualified volunteer for the position.

The volunteer coordinator communicates with the president, membership coordinator, exhibition chairs, hospitality coordinator, fundraising chair, and other member positions where volunteers may be needed.

Good people and communication skills are required. Phone communication and email are expected. The person who enjoys speaking with and meeting people will enjoy this important position.