



## Member Recruitment And Training Team | Description

As Indivisible Aurora implements new structures to ensure its longevity, one key factor to make that ideal successful is increased volunteer membership. We cannot further our causes or make any impact without the help of dedicated volunteer members.

**Mission:** To recruit, train, and retain new volunteer members to Indivisible Aurora

**Needs:** 1 Program Manager, 2-5 Volunteer Team Members

<p><b>Responsibilities</b></p>	<ul style="list-style-type: none"> <li>● Outreach at local events</li> <li>● Creation of volunteer recruitment events</li> <li>● Creation and sharing of volunteer marketing and promotion material at public meetings and through social media</li> <li>● Advertising the need for LGBTQ and POC in leadership positions, as well as for volunteers</li> <li>● Development of integration materials and training</li> <li>● Development of intake forms and forms management</li> <li>● Meeting the monthly or yearly goals for volunteer membership increases</li> <li>● Making all efforts inclusive by providing material and training in Spanish (or different languages)</li> </ul>
<p><b>Actions</b></p>	<ul style="list-style-type: none"> <li>● Attend expos and events that provide an opportunity for recruitment</li> <li>● Organize IA specific events that provide an opportunity for recruitment</li> <li>● Create partnerships with organizations that can assist with recruitment</li> <li>● Conduct outreach efforts to gain IA members</li> <li>● Reach out to current volunteer members to assess the satisfaction in their current role</li> </ul>
<p><b>Roles</b></p>	<ul style="list-style-type: none"> <li>● Member available to attend preplanned recruitment events</li> <li>● Member responsible for establishing and maintaining partner relationships</li> <li>● Member responsible for intake and volunteer assessments</li> <li>● General volunteer members that can assist with event setups, etc.</li> <li>● Member responsible for creating and maintaining membership documents and/or materials</li> </ul>

# Team Commitments | What We Need From You

## 1. Program Managers (10-12 Hours/Month\*)

**Qualifications:** (Preferred, but not required.) Experience in volunteer recruitment, training, and coordination, proficient in the use of Google suites (drive, doc, sheets, etc), capable of sourcing and analyzing pertinent information through the internet

- a. Responsible for keeping up-to-date on issues relating to team causes
- b. Responsible for reaching out to other organizations that support team causes to create partnerships
- c. Responsible for organizing outreach events, etc. that focus on team causes
- d. Capable and willing to research information that can assist with supporting team causes
- e. Responsible for managing a team of one or more volunteers that includes the following:
  - i. Scheduling meetings to plan events
    1. At least once a month, required
  - ii. Creating meeting agendas
  - iii. Assigning volunteer tasks
  - iv. Following-up for task completion
  - v. Listening to feedback
  - vi. Creating volunteer training and orientation programs
  - vii. Coordinating with Marketing, Communications, Program Director, and President for any team needs
- f. Responsible for providing any and all team updates to the program director

*\*First month may be more hours*

## 2. Volunteer Team Member (2-6 Hours/Month)

**Qualifications:** None required

- a. Responsible for attending all scheduled team meetings
- b. Responsible for undertaking at least one task per month
- c. Providing feedback
- d. Providing updates to program manager on task status

**If interested, contact: [info@indivisibleaurora.org](mailto:info@indivisibleaurora.org)**