



Central New Mexico Intergroup

Job Title:	WSBC Volunteer Coordinator	Job Category:	Non-CNMI service position
Abstinence requirement:	None		
Term of Office:	6 months		

Prepared by: Kathy M

Up to date as of: July 2018

Job Description

ROLE AND RESPONSIBILITIES

PRIOR TO CONFERENCE

Communicate periodically with WSO staff, providing updates of the status of volunteer sign-ups
 Maintain and regularly update volunteer spreadsheet (template supplied by WSO)
 Contact volunteers (usually via email) to confirm their agreed-upon volunteer shifts
 Send volunteers descriptions of their chosen volunteer jobs (provided by WSO) prior to Conference
 Prepare and maintain an anonymous (no last names or contact info) volunteer sign-up sheet for distribution at local meetings
 Identify a group of local individuals to circulate the anonymous sign-up sheet and solicit volunteers
 Keep in touch with local volunteer solicitors, updating spreadsheet accordingly
 Send reminder email 1-2 weeks before conference to confirm volunteer shifts

DURING CONFERENCE

If possible, attend the "All About Conference" workshop, a delegate education session, usually held on Tuesday evening of Conference week
 Prepare CSC desk daily: updating the posted daily schedule, ensuring that delegate and volunteer resources are available as needed (e.g. Committee rosters, Green-Dot Mentor rosters, emergency new business motion forms, etc...)
 Work with the Conference Support Committee Chair at the CSC desk on Tuesday and Wednesday of conference week
 Along with CSC chair, act as liaison with hotel staff to ensure that delegates' needs are met (water in meeting rooms, temperature, etc...)
 Post conference room seating arrangements on meeting room doors before each business session.
 Attend all business sessions to supervise and act as a resource for volunteers
 With assistance from experienced volunteers or previous Volunteer Coordinators, train volunteers as to their assigned tasks.
 Along with CSC chair, serve as Page during all business sessions, attending to the Board of Trustees dais
 Introduce volunteers to the assembly at each business session (this could be delegated to the CSC chair if need be)
 Assist CSC chair in rearranging the conference room (placing Region stanchions) Thursday and Friday morning and at lunch break)
 Distribute complimentary lunch buffet tickets to volunteers

AFTER CONFERENCE

Send thank you notes to all volunteers, or arrange that a WSO staff member send them

PREFERRED SKILLS

Excellent organizational skills, attention to detail, good interpersonal skills, willingness to ask for help when needed
 Availability during the entire week of conference is desirable

ADDITIONAL NOTES

A tub of necessary materials (daily schedules, Green Dot-Mentor rosters, Committee rosters, office supplies, lunch tickets, etc...) is supplied in the CSC area by WSO at the beginning of Conference week.
 This position has been shared in the past by two people, one to do the pre-conference tasks, the other to take primary responsibility for the during-conference tasks.
 Example email messages can be made available to someone who takes on this service position.
 Due to early morning responsibilities, it is easiest if the volunteer coordinator stays at the conference hotel. This is not required, nor has the hotel stay been funded by CNMI or WSO in the past