

**Volunteer Coordinator
CSA Board of Directors
Role Description**



The Volunteer Coordinator, as a volunteer working under the general direction of the CSA National Coordinator and Board Chair, has the primary responsibility of managing volunteers for the CSA. Specific responsibilities are the interviewing and selection of suitable volunteers, management and evaluation of volunteers, maintenance of a volunteer database, and the development of new initiatives to improve the volunteer experience.

Role Functions

As part of the CSA Board you will work closely with the National Coordinator, Conference and Events Planning Coordinator and the Regional Support Group Coordinator.

1. Work with the CSA Board of Directors to identify volunteer assignments that provide meaningful work for volunteers
2. Respond to offers of help and assist in developing/assigning roles and tasks
3. Interview and select suitable volunteers with specific skills to help on projects as needed
4. Monitor progress of tasks and deadlines
5. Connect volunteers with each other as appropriate for projects
6. Provide leadership and direction to volunteers
7. Act as the Annual CSA Conference 'Stage Manager', scheduling and managing volunteers for all aspects of the conference and attending to conference on-site housekeeping tasks and logistics in support of the Conference and Events Planning Coordinator
8. Follow up with people who volunteer after each annual conference and event
9. Maintain the Volunteer Database
10. Work with the Website Developer to develop and/or maintain volunteer application forms which can report directly to the volunteer database, on-line sign-up for committee work and volunteer roles
11. Promote and ensure Volunteer Appreciation: Thank all volunteers for their contributions freely given
12. Attend CSA Board of Directors (BOD) meetings and provide progress reports to the CSA BOD
13. Attend CSA Conference and Event Planning monthly meetings

Time commitment: 2-3 hours per week

Updated: November 2023