



Mountain Post Santa's Workshop

VOLUNTEER COORDINATOR

Position Description

DESCRIPTION OF DUTIES:

- Prepare report and attend monthly board meetings and support additional events.
- Attend quarterly Volunteer Advisory Council (VAC) meetings at ACS
- Act as an Organizational Point of Contact (OPOC) and approve volunteer hours in VMIS on a weekly basis
- Regularly communicate the importance reporting volunteer hours to both the MPSW and Fort Carson Community.
- Write quarterly nominations for the installation Volunteer of the Quarter (VOQ) and annual nominations for Volunteer of the Year (VOY).
- Communicate with the president on which volunteer meets the requirements for both VOQ and VOY.
- Attend quarterly VOQ and annual VOY ceremonies
- Keep roster of available/interested volunteers and solicit volunteers for events and shopping week
- Share rosters with executive board members when requested to support MPSW activities and ensure members communicate their needs and request in a timely manner.
- Create signups for volunteers as needed determined by the Executive Board.
- Maintain a continuity board book and supply AAR comments when necessary.
- Train and coordinate volunteers for all MPSW events, especially prior and during Shopping week.
- Attend and support all activities, events and fundraisers
- Support the philosophies and guidelines of the organization

TIME COMMITMENT:

- Approximately 15 hours per month. Monthly hours will vary depending upon activities. The busiest months are October-December where hours could be 30 to 40 hours per month.

LENGTH OF COMMITMENT:

- Board Year running 1 April-31 March

WORK LOCATION:

- Mountain Post Santa's Workshop, Bldg. 1045 Wallace Street, Fort Carson
- Various locations for meetings, donation pick ups, and fund-raisers