



National Volunteer Development (NVDT) Assistant Coordinator

The National Volunteer Development Team will assist the Association in researching and evaluating the overall volunteer experience. The NVDT will regularly review and assess the life cycle and culture of volunteering with a focus on volunteer recruitment, development, and recognition.

Key Competencies: Professional Development, Strategic Planning

Specific Responsibilities:

- Attending meetings as scheduled by Coordinator.
- The NVDT will work independently and in small groups, on projects including:
 - Assist other volunteer groups with the creation/presentation of professional development across the Association to align volunteer competencies with professional growth.
 - Assess the culture of volunteerism in NACA, collaborating with additional volunteers as deemed necessary.
 - Discuss and engage in recognition efforts across the Association.
 - Provide recommendations on volunteer development and good practices based on research.
 - Identify the needs of new and returning volunteers, assisting in the creation of resources.
 - Evaluate the volunteer experience for inequity, recommending practices to ensure equity.
 - *Including, but not limited to, assisting with National team and leadership interviews.*
- Serves as liaison on volunteer committees as needed.
- Serves as an advocate within the team, ensuring they understand the Association's Mission, vision, and Statement on Diversity and works to ensure these ideals are addressed in projects.
- Additional responsibilities as assigned and agreed upon with NACA staff liaison.

Qualifications/Expectations:

- At least two years of volunteer experience with NACA. Volunteer management experience preferred.
- Supports NACA programs through attendance whenever possible.
 - *While there are benefits to on-site participation, NACA recognizes it is not always financially feasible.*
- Part-time (50%) or full-time employment by a NACA member institution.
- You are encouraged to speak with a supervisor about professional opportunities presented by volunteering with NACA, such as professional and personal growth, and possible financial support.
- If the volunteer changes jobs during the position's term, the NACA Volunteer Development Specialist must be informed of this change within two weeks.
 - The new school must also be a NACA member. If not a member school, the school must join as a member within 30 days of hiring.

Association Support:

- Access to NACA Google Drives
- NACA Office Liaison: Volunteer Development Specialist

Term of Service/Time Commitment: Two Years, May 1 – April 30

- Approximately one hour a week, including meetings and independent planning/organization
 - *Time commitment is flexible and often dependent upon active projects.*

Competencies:

- Relationship Development
- Professional Development
- Recruitment and Retention
- Policy Knowledge, Development, and Management
- Strategic Planning
- Cultivating a Sense of Belonging