



Assistant National Volunteer Development Coordinator

The National Volunteer Development Team is charged assisting the Association in researching, designing, 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. The NVDT will evaluate resources for volunteers, advising on additions/changes that will support and enhance volunteer efforts on behalf of NACA.

Specific Responsibilities:

- Helps the Chair to identify and complete projects/tasks for each year in alignment with the NVDT charge and NACA's mission/vision.
- Develops resources and tools that assist with volunteer recruitment, development, and recognition.
- Actively assists in the recruitment of volunteers for all roles within the Association.
- Encourages the recruitment and selection of volunteers from among new members and underrepresented populations.
- Will serve as liaison on various volunteer committees/teams as needed.
- Follows NACA's Non-Discrimination, Diversity Advancement and Affirmative Action Principles to recommend others to fill available positions in the NACA leadership and takes the necessary steps to achieve a diverse Association, both through the recruitment of volunteers and suggesting to the Board of Directors new or modified programs and services for the Association's members.
- Participates in monthly meetings, called meetings, and sub-committees and workgroups. (Note: While there are benefits related to on-site participation during live events, NACA recognizes it is not always financially feasible for its members.)
- Additional responsibilities as assigned and agreed upon with volunteer supervisor and/or NACA office staff liaison.

Qualifications/Expectations:

- At least two years of volunteer experience with NACA required.
 - This could include regional or national volunteer roles. Experience with volunteer management on your campus or with other associations/organizations is preferred but not required.
- Must be able to participate in regular team Zoom calls.
- Supports NACA programs through attendance whenever possible.
- Part-time (50%) or full-time employment by a NACA member institution.
- Must have approval from and support of their institution (note: support is defined as financial as well as time out of the office, etc.).
- If the volunteer changes jobs during the position's term, the new school must also be a NACA member and provide a statement of support. The NACA Volunteer Development Manager must be informed of this change within two weeks and the new letter of support must be received at the NACA Office within 30 days of selection. If not a member school, the school must join as a member within 30 days of transition.

Association Support:

- Zoom
- NACA Google Drives

Term of Service/Time Commitment:

- Two Years
- May 1 – April 30

NACA Office Liaison:

- Volunteer Development Specialist

Competencies:

- Relationship Development
- Professional Development
- Recruitment and Retention
- Policy Knowledge, Development, and Management
- Training
- Volunteer and Staff Management
- Strategic Planning
- Intentionality in Student Learning
- Cultivating a Sense of Belonging
- Experiential Leadership Learning