

## Internal Team Role: VOLUNTEER RELATIONS TEAM

*Purpose/Objective: The members of the Volunteer Relations Team (VRT) interview prospective PennPAC volunteers to review their candidacy for various volunteer positions and determine how and if the candidate is a good fit for PennPAC at that time. The volunteers also serve as a welcome and introduction to these applicants for whom it is often their first interaction with PennPAC.*

**Location:** Volunteer Relations Team volunteers conduct their interviews via phone. All work is completed remotely.

### Key Responsibilities:

- Schedules an interview with the prospective volunteer(s) assigned to them.
- Reviews the volunteer's application in advance of the interview.
- Conducts a 30-45 minute interview with each applicant assigned.
- Ensures that all assigned interviews are completed on-time, as PennPAC staffing is a very iterative and time-sensitive process.
- Completes an online form for each applicant interviewed to provide feedback and recommendations regarding potential staffing on upcoming projects.

**Reports to:** Volunteer Relations Team Chair

**Qualifications:** Previous participation with a PennPAC Consulting Team. Strong telephonic interviewing skills to act as cheerleader/ambassador for PennPAC while ensuring that expectations are clearly communicated and that the skills and commitment of potential volunteers are critically assessed.

**Length of Position:** The VRT Member's role will be limited to a period of three (3) weeks.

**Time Commitment:** The amount of time will vary depending upon the number of applications received, but generally, Volunteer Relations Team members can specify the number of interviews that they are willing to complete. Interviews take approximately 30-45 minutes to conduct, with an additional 15 minutes allocated for completion of the online feedback form.

**Training/Support:** Training for this position will be provided, along with a comprehensive VRT Training Manual. Also, the Volunteer Relations Chair will be available for questions and assistance.

**Benefits:** Meet prospective volunteers and share your knowledge of PennPAC to help to engage new volunteers. Fun, low commitment, flexible opportunity to stay involved with PennPAC. Schedule interviews at your convenience.

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