

Election Readiness/Volunteer Coordinator

Responsibilities

- Must be willing to sign the job description in agreement to the duties he/she is committed to perform
- Shall serve of full one year term
- The job is done in conjunction with the Vice President's position
- Attendance and board and executive committee meetings is mandatory
- Support and assist the Events Coordinator
- Develop a network of volunteers and poll Captains so that once an election is called the compiled data is handed over to the campaign manager
- Recruit, supervise and nurture volunteers
- Coordinate volunteers for all activities while monitoring their workload
- Oversee the boards election preparation in terms of resources, budget, election materials and strategy

Qualifications

- Friendly, outgoing and energetic
- Good morals and promote a positive attitude
- Have exceptional organizational and motivation skills
- Be a team player with the ability to supervise and effectively train volunteers
- Review and update accordingly, all job descriptions for volunteers
- Up to date computer system which is compatible with CIMS
- Ability to maintain accurate and concise reports
- Must have daily access to e-mail accounts which is in good standing

Time Commitment

- Average daily commitment approximately 1 hour on e-mail and telephone
- One executive meeting per month of approximately 3 hours
- One board meeting per month of approximately 3 hours
- Special events as in trade show, parades, community fairs.
- Must be willing to be, and remain, active in accomplishing our goal of electing a member of parliament. This is not a spectators sport.