



### **National Volunteer Development (NVDT) Team Member**

*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 Chair.
- The NVDT will work independently and in small groups, on projects including:
  - Discuss and engage in recognition efforts across the Association.
  - Identify the needs of new and returning volunteers, assisting in the creation of resources and professional development.
  - Evaluate the regional volunteer structure and recommend a long-term structure for regional engagement.
  - Participate in select volunteer interviews, as needed.
- Engage with the Campus Activities community with tools such as NACA Connect and social media accounts to encourage participation in Association events, involvement in volunteer opportunities, recruitment of new members, and retaining members.
- Additional responsibilities as assigned and agreed upon with NACA staff liaison.

#### **Qualifications/Expectations:**

- At least two years of volunteer experience with NACA.
- 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

**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