

Prerequisites

The Volunteer Coordinator:

- Be a member of AAC in good standing
- Maintain a commitment to the AAC Mission and Goals
- Associates Degree in Business Management preferred
- Must have strong communication and management skills
- Exhibit the capability to work with a diversity of people
- Ability to work independently, set priorities, complete work timely and accurately
- Solid writing skills
- Computer literate, comfortable with internet research and online applications
- Ability to adapt to changing demands
- Ability to work with minimum supervision and in a team environment
- Ability to maintain confidentiality
- Willing to sign off on the American Adoption Congress Code of Ethics, Corrective Action Policy, Conflict of Interest Policy and all other documents within the Board Member Policies and Procedures Handbook
- Make every effort to be able to attend the Annual AAC International Conference

Term of Service

The Volunteer Coordinator is appointed by the President and approved by the Board of Directors, and serves at the pleasure of the President and Board of Directors. The term of service is 3 years.

Responsibilities

The Volunteer Coordinator:

- Work with Membership Chair to send out Personal Interest Forms to members to find out skills
- Work actively to recruit volunteers for the AAC
- Ensure the AAC remains well staffed with volunteers
- Ensure the interests of the volunteers are served
- Recruit volunteers with opportunities that suit their skill sets
- Actively communicate with volunteers via AAC Volunteer Message Board
- Maintain a list of all Volunteers
- Cross-train other board member(s)
- Ensure that all volunteers receive the proper training for position
- Hand in reports as designated by the AAC President and Board of Directors

- Be a liaison with the AAC board to identify:
 - Positions
 - Assignments
 - Special needs requiring volunteers
- Work with AAC Conference Chair to fulfill AAC Conference Volunteer positions
- Work with other volunteer groups
- Anticipate and work to eliminate situations which may emerge