



HEALTH / FINANCES / CONNECTING / GIVING / ENJOYING

Volunteer Recruiter Specialist **Position Description**

Purpose of Volunteer Position

The Volunteer Recruiter Specialist's efforts are *devoted to volunteer recruitment, screening, and recommendations* to positions as requested.

Responsibilities of Volunteer Position

1. Develops a *recruitment plan* for AARP and Divided We Fail Volunteers in cooperation with the State Office and appropriate volunteer leaders. The plan should include *new and innovative recruitment methods*.
2. Demonstrates a *commitment towards involving diverse populations* in all AARP NH and Divided We Fail activities throughout the state.
3. Willingness to become *knowledgeable about AARP issues and policies; understands and supports AARP's advocacy positions* and provides support on these issues as needed.
4. *Promotes AARP/Divided We Fail and its strategic outcomes* throughout the congressional and senatorial districts.
 - a. Encourages and solicits *applications* from those wishing to volunteer.
 - b. *Identifies volunteer opportunities* when possible for available volunteer applicants and maintains contact with potential volunteers throughout the placement process.
 - d. *Screens volunteer applicants* for recommendation/referral to appropriate AARP/Divided We Fail activity or program.
4. *Works with AARP volunteer leaders and NHSO staff* throughout the state to identify and fill volunteer needs.
5. Ensures that *prospective volunteers clearly understand the roles* of all volunteer positions under consideration.
6. *Prepares reports* as requested by the state office and/or volunteer leadership.
7. *Evaluates recruitment strategies* and makes recommendations for improvement.

Qualifications for Volunteer Position

1. Commitment to the vision, mission, and goals of AARP.
2. Demonstrated knowledge of and/or experience with sound personnel recruitment procedures.
3. Ability to communicate effectively both orally and in writing.
4. Ability to work well with diverse populations.
5. Ability to travel throughout congressional district and occasional travel outside district as needed.

Other Information Pertinent to Volunteer Position

1. Term/length of service: one year term/maximum of three terms.
2. Time required: up to 10 hours per week.
3. Training required:
 - a. AARP Cornerstone Volunteer Orientation Training
 - b. Position-specific and other training as necessary.
4. Appointed by: state director or associate state director.
5. Supervisor: designated staff in the AARP NH state office.
6. Scope of authority: does not directly supervise any other volunteers.
7. Working relationships: works with the State Office and volunteer leaders throughout the congressional/senatorial districts and state to identify volunteer needs, recruit and screen volunteers and recommend potential candidates for various positions as appropriate. The Volunteer Recruiter Specialist must work within the pre-existing selection and appointment process and may not appoint or imply appointment to a volunteer candidate. The State Office staff provides professional guidance and necessary logistical support.
8. Progress review: volunteer job performance is monitored on an ongoing basis and reviewed annually by the staff in the state office and other volunteer leaders as appropriate.
9. Reimbursement of expenses: travel, subsistence and other necessary incidental expenses incurred while fulfilling volunteer responsibilities. Expense statements for Volunteer Recruiter Specialists are approved by the state office for reimbursement.

It is the policy of the Association that all AARP volunteers will receive equal opportunity and treatment throughout recruitment, appointment, training, and service. There will be no discrimination based on age, disabilities, gender, race, national or ethnic origin, religion, economic status, or sexual orientation. (11/95)