



United Way of Pitt County

2019 Community Engagement Council Job Description

Community Engagement Council volunteers engage and connect with the 16 communities that make up Pitt County for the purpose of advancing the work of United Way of Pitt County to build stronger communities. Volunteers are vital to the success of UWPC as they help build capacity and meet pressing community needs.

Volunteer Committee Member Description Overview: As a member of the volunteer committee you work with UWPC staff to ensure we have a robust, energized, and amazing community of volunteers. Activities range from organizing two annual Days of Service, assisting with Imagination Library, to participating in volunteer outreach and recruitment efforts within the communities of Pitt County. The UWPC volunteers are ambassadors in our community.

Key Responsibilities:

- Create a volunteer recruitment plan and partner with UWPC Marketing PR and Resource Development Committees.
- Research potential volunteer festivals/fairs and other events in Pitt County and set up schedule for volunteer attendance.
- Recruit volunteers who will support Imagination Library activities in the UW office and in the community.
- Recruit projects from area non-profits, collecting the materials and necessary skill information.
- Act as a contact for new volunteers, both in person and online, to check in on with how they're doing and offer tips and best practices.
- Support application and onboarding process from new Volunteer Committee members.
- Organize post volunteer activity survey and monitor and report results.
- Oversee program-based appreciation events for volunteers.
- Ensure that retired donors receive adequate thanks and recognition.

Day of Service Sub-Committee

To successfully partner with area non-profits, organizations and volunteers to create a positive volunteering experience for Day of Service participants, thereby increasing United Way's ability to achieve community impact and fundraising capabilities.

Plan and organize two annual Days of Service.

- Develop procedures and protocols for Days of Service.
- Identify & vet job requests.
- Recruit corporate partners.
- Identify and recruit sponsors to underwrite t-shirts.
- Oversee projects and volunteers Match projects with volunteer teams
- Participate in team meetings throughout the year
- Organize day of event breakfast/lunch.

Estimated time requirement

Approx. hours annually

* Bi-Monthly Meetings (6 per year)

* Volunteering appreciation events: 1

* UWPC events 5: 2 days of Service, Community Partners Breakfast, Campaign Finale, Annual Meeting

- **TOTAL 16-20 hours**

United Way staff partner:

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