

America Red Cross,
Mid-Michigan Chapter
VOLUNTEER JOB DESCRIPTION

Title: Vice Chair – Community Action

Reports to: Chair of Volunteers

Length of Term: One year term; three years maximum

General Summary:

The Vice Chair of Community Action develops and maintains relationships with other organizations and agencies on matters related to volunteerism. The Vice Chair promotes the Red Cross at various community events.

The Vice Chair recruits a committee of 4 -5 volunteers to meet at least once per month. The committee will offer ideas and suggestions and assist the Vice Chair with carrying out responsibilities of the position.

Essential Functions and Key Responsibilities

- Develop and maintain relationships with other organizations and agencies on matters related to volunteerism.
- Coordinate and train volunteers to promote the Red Cross at various community events.
- Recruit volunteers to speak on behalf of the Mid-Michigan Red Cross.
- Develop a strategy for Community Action.

Time Commitment

Time requirements are flexible and based on the needs of the chapter. Time commitment includes attendance at committee meetings as deemed appropriate by the Chair of Volunteers. May require evenings and weekends.

Relationships

Chair of Volunteers, other volunteer Vice Chairs, program managers, committee members, volunteers and other organizations throughout the community.

Qualifications

- Commitment to Red Cross and volunteerism
- Experience as a volunteer
- Experience as a leader
- Communication and interpersonal skills
- Willingness to meet with and speak to the public
- Demonstrated success in motivating people
- Team player and an ability to work with all people

If interested, contact Jo Anne Froelich at jfroelich@midmichiganredcross.org or 517-702-3326.

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