

# **RECRUITMENT VOLUNTEER**

## **JOB DESCRIPTION**

Updated April 21, 2021

- Keep the Sioux Falls Fireworks committee appraised of upcoming events and recruitment efforts
  - Notify Data Infrastructure Volunteer to post to website and/or facebook
- Facilitate Sioux Falls Fireworks Recruitment Committee meetings to ensure they are productive and professional and conducted in the appropriate manner
  - Keep committee meetings focused, create momentum and excitement
  - Ensure that notes are kept of meetings and decisions made by the Recruitment Committee
- Work with Special Education Directors from local and area schools to pass out our rack cards
- Guide Recruitment Committee to find qualified volunteers
- Recruitment Committee will work with the Sport Coordinator and/or Sport Director on new volunteers needed.
  - Notify Sport Coordinator and/or Sport Director and the coach when a new volunteer is coming to practice
  - Make sure the coach understands the importance of volunteers by providing a meaningful experience for the volunteer
  - A Recruitment Committee Volunteer will
    - Meet the new volunteer on their first night to make introductions to coaches (and other volunteers) and to the athletes.
    - Check with the coach after 2<sup>nd</sup> practice to see how new volunteer to working out
    - Check with the new volunteer to get their input on their experience
    - The Sport Coordinator and/or Sport Director should be copied on all emails about new volunteers.
    - Check with new volunteer after the season to see what other opportunities they may be interested in. Pass on this information to Sport Director
- Maintain Volunteer Opportunities List
- Encouraged to attend monthly Sioux Falls Fireworks Committee meetings or if unable, provide written input to Chair prior to meeting.

## **REQUIREMENTS**

- Individuals must be twenty-one (21) years of age
- Must have an approved volunteer application on file with SOSD