



Position Description

Volunteer Director

The Volunteer Director leads PTSA's efforts to recruit, engage, and support volunteers who contribute to the Society's mission and activities. This role is responsible for coordinating volunteer opportunities, and ensuring that volunteers feel valued, supported, and aligned with PTSA's goals. The volunteer works closely with other Board Directors and the Administrator to match volunteers with meaningful roles and recognize their contributions. As a member of the PTSA Board, the Volunteer Director ensures that work is aligned with PTSA's overall mission and strategic goals.

Key Responsibilities

Volunteer Recruitment & Coordination

- Lead the management of PTSA's volunteer engagement and recognition program.
- Maintain a current list of volunteer participation.
- Develop training materials and provide orientation, guidance, and ongoing support to volunteers.
- Track completion of orientation activities and gather feedback to improve volunteer experience.

Collaboration & Leadership

- Work with board members and committee leads to identify volunteer needs and ensure volunteers are effectively integrated into projects.
- Chair related working groups and committees as needed to achieve strategic initiatives.
- Support the transition of successors and contribute to board continuity.

Communication & Engagement

- Serve as the primary point of contact for volunteer-related inquiries.
- Promote volunteer opportunities through PTSA's communication channels.
- Prepare blog posts and updates to inform and engage PTSA members on initiatives.
- Represent PTSA at various external meetings and events.

Governance & Accountability

- Attend and actively participate in board meetings and the Annual General Meeting.
- Report on volunteer activities and progress to the board.

- Contribute to the development and approval of the annual budget and ensure expenditures align with advocacy priorities.
- Assist in policy development and governance of the Society.

Qualifications

- Full Pharmacy Technician Member
- Strong interpersonal and communication skills.
- Ability to organize, motivate, and support individuals.
- Experience with volunteer coordination is an asset.
- Familiarity with digital tools for communication and document sharing (e.g. Google Workspace, Zoom).

Time Commitment Expectations

- Attend regular virtual board meetings: 2 hours/bi-monthly
- Lead committee work: 2-4 hours/month
- Review email and documents: 1-2 hours/month (includes policy drafts, minutes, etc.)
- Participate in strategic planning/board development: 6 hour in-person meeting 1-2 times per year
- Attend the annual general meeting (AGM) in-person: 2 hours
- Complete orientation/onboarding: 3-4 hours at start of term
- Participate in events such as the annual conference: optional but encouraged

Total Monthly average = 6 – 10 hours

- Additional time may be required during recruitment campaigns or prior to major events.