

San Antonio African American Community Archive and Museum (SAAACAM)

Volunteer Roles and Capacities

2019-2020

Position: Volunteer Engagement and Training Manager

Reports To: President	Committee Assignment: Executive Committee	Type of Interaction: In-Person
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Est Time Commitment: 8 hours/week	Term Limit: 1 year, renewable	Number of Openings: 1
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Position Description

An essential part of the SAAACAM team, the Volunteer Engagement and Training Manager is responsible for building the organization's volunteer infrastructure by providing the highest standards of interpretation of volunteer roles and capacity as well as audience engagement by implementing the vital components of the organization's Strategic Plan with fidelity and sustainability. The Volunteer Engagement and Training Manager reports to the President of SAAACAM and helps oversee and manage the organization's volunteers towards organizational high performance and synergy.

Deliverables

- Orientation and other training manuals developed within the first month in office,
- All volunteers oriented and equipped with relevant information about SAAACAM, its calendar of events, strategic alliances and audience,
- Volunteers trained to effectively perform their duties within their specific scope,
- Ongoing performance evaluation, accountability and/or corrective action planning and support of volunteers to ensure success.

Prerequisites

Education and Training: NA	Credential(s): NA	Key Competencies: Grassroots Organizer, Project Coordinator, Management Experience, Community Leader
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To Apply

- Email a one-page cover letter on personal letterhead to admin@saaacam.org.

The cover letter should contain the following: (1) introduction of yourself, (2) mention the position that you are interested in serving in, (3) explanation of your experience, suitable skill set(s) and/or educational and professional background that match the position's description, (4) your contact information for follow-up/next steps.

Suspense

All applications are due Thursday, 28 February, 2019 by 5PM.

Point of Contact

Mrs. La Juana Chambers Lawson, SAAACAM President at admin@saaacam.org.