



## Volunteer Recruitment Committee Position Description

### **Position Overview:**

Volunteer Recruitment Committee (VRC) Members will work directly with local Volunteer Engagement Specialist to assist with recruiting volunteers to support National MS Society events and act as a community liaison.

### **Key Responsibilities:**

- Create awareness about MS in your community
- Research new volunteer groups to add to cold outreach lists
- Conduct outreach to past and new volunteer groups and individuals through email, phone calls, and social media
- Build relationships with volunteer group leaders and key volunteers
- Act as point person within your local community
- Utilize Google Drive and in-house programs to track data
- Join virtual meetings with VE Specialist and other VRC members when needed – at least one meeting per quarter

### **Qualifications and Time Commitment:**

1. Must live in Northern California. Key areas include – Greater Sacramento, North Bay/Napa, Bay Area, South Bay/Silicon Valley.
2. We ask that each committee member commit to 2 years of service. Hours volunteered per week will vary depending on when events are being held. Members can expect to volunteer 60 hours per year.
3. Must have past volunteer experience. This experience can be through events or office work. Past volunteer experience does not need to be with the MS Society, but it is a plus.
4. Must have access to a personal computer, internet, and phone to complete committee work.
5. Will be expected to volunteer at one event per year. This is an expectation so that all VRC members can speak to their own volunteer experience and better answer questions from fellow volunteers.

### **Impact and Benefits:**

- Help build a movement that will increase volunteer recruitment, retention and engagement which will support the success of fundraising events and move us closer to a world free of MS
- Have the opportunity to be a vital part of the MS movement within your community and build relationships with fellow volunteers, Society staff members, and participants
- Broaden your network and learn new skill sets

If you are interested in learning more about this position, please contact Mikaela at [mikaela.delay@nmss.org](mailto:mikaela.delay@nmss.org) or 916-927-9113 x75209