



Embroiderers' Association of Canada, Inc.
Association canadienne de broderie, Inc.

People Pool Coordinator Job Description

Date: 2018-01

Next review date: 2024-09

Type: Assistant

Reports to: Membership Director

Term: Two-year term, may be reappointed for an additional two-year term

Function

- Coordinate and report the use of the People Pool volunteers

Time Commitment

- Varies with an average of four to eight hours per month
- Additional time as necessary to respond to correspondence and prepare reports

Duties

- Receives names of volunteers and contact information and records the tasks assigned to each volunteer
- Receives task requests from the board of directors
- Tracks progress on each request before each EAC/ACB Board Meeting
- Tracks task progress for each volunteer
- Searches out additional volunteers
- Keeps a record of all volunteers, with their skills, job preference, sign-up date, and contact information
- Sends out requests to volunteers, either with the requested skills or to the entire People Pool, when a request is received for a particular task
- Matches volunteers with specific tasks or projects and reports the task assignment communication to the board member involved

- Prepares a report for the Membership Director indicating who is in the People Pool, their particular skills and the status of any tasks which are in process for each EAC Board Meeting
- Update the People Pool file on an ongoing basis, checking at least annually with those on the list who are not involved in a task as to whether they are still available to serve

Final year of term

- Work with incoming replacement to teach position for a smooth transition

Meetings to Attend

- Optional, online board meetings

Skills Required

- Communication, organizational and people skills
- Some computer spreadsheet skills with access to a home computer
- Interest in needlework

Skills Developed

- Interpersonal skills