

RISE UP!

the evolution and revolution of expressive arts

feb 28 – mar 3 2019 – Doubletree Berkeley Marina

ieataconference.org

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of expressive arts

Earn a
FREE
* Conference
Registration!

Volunteer Manager

Two positions available

Position

The Volunteer Managers are responsible for the successful development, implementation, and management of International Expressive Arts Therapists Association's 2019 Conference Volunteer Program, including the recruitment, retention, supervision, and recognition of volunteers to meet identified needs of the conference.

Responsibilities

- Creates volunteer position and tasks descriptions.
- Works with committee leads to build a volunteer structure for their needs.
- Creates and implements strategies to recruit volunteers
- Attends conference meetings (2 – 4 times a month) and provides progress updates
- Markets volunteer opportunities to IEATA membership site; school campuses with Expressive Arts and similar programs; and organizations.
- Orients volunteers and connects them to various committees and/or tasks
- Creates a volunteer recognition program (at event), activities and incentives to build community.

Volunteer Management

- Works with conference co-chairs and various committee managers to identify volunteer projects and activities.
- Creates and maintains the Volunteer database, ensuring compliance with the volunteer agreement and a record of volunteer contact and emergency contact information.

Volunteer Management cont.

- Manages volunteer scheduling, confirmation, and thank you process.
- Maintains and communicates volunteer calendar and schedule.
- Executes responsibilities relating to on-site volunteer tasks and scheduling.

Desired Qualities

- Experience coordinating, implementing and managing a volunteer program.
- Must possess excellent communication skills—use to working with a diverse group of people with various work styles and temperaments.
- Essential to be detailed oriented and organized.
- Ability to work in a fast-paced, team atmosphere, utilizing strong collaboration and interpersonal skills.
- Must be proficient in MS Office computer programs.
- Meet the minimum volunteer hour requirement for conference leadership positions—15 to 25 hours a month.
- On-site conference volunteer co-management needed for this position.

Benefits:

- Implement and manage the volunteer program for a renown international organization that certifies Registered Expressive Arts Therapists (REAT) and host to the only international and intermodal conference on the expressive arts.
- **Opportunity to receive a free full registration to attend the IEATA 2019 conference (based on hours served/tasks completed). *Transportation and room not included.**
- Network with clinicians and practitioners of the expressive arts field.
- Professional development and IEATA recognition.

Position Type: Non-paid volunteer position

Contact: conference@ieata.org