



# PROJECT LEADERSHIP

## Operations Team Overview

**Position Overview:** Volunteers serving on the Project Leadership Program (PLP) Operations Team will combine their love of volunteering with their leadership skills to develop, manage, organize and carry out program elements under the direction of the staff liaison and Volunteer Engagement Director. The goal of this team is to function as a whole to sustain all aspects of the Project Leadership Program that pertain to the recruitment, training and support of trained and certified Project Leaders. The Operations Team includes the PLP Director, Staff Liaison and the Chairs of each PLP Task Team: Training, Communications and Culture. The Operations Team allows for communication and coordination between the PLP Task Teams.

### Key Responsibilities:

- Complete Project Leadership Certification Training
- Be able to share the mission, vision and values of Metro Volunteers to all interested persons
- Be able to speak about the training focus, process and community impact of Project Leadership
- Be an ambassador for Metro Volunteers and the Project Leadership Program
- Participate in our Project Leader Community – on-going training, support and encouragement of fellow leaders
- Specific responsibilities per each position

### Qualifications:

- Leadership skills or the desire to develop leadership skills
- Interest in building the capacity of nonprofit organizations through the effective engagement of volunteers
- Organized and detail-oriented
- Regular and consistent access to the Internet
- Volunteer project experience

### Time, Length of Commitment & Training:

- Training – classroom training and two field projects under the oversight of a Field Instructor
- Project Leader Community Gatherings – optional but strongly encouraged, three per year
- Task Team meetings as needed – specific to each position
- Task Team Chairs and Vice-Chairs – a one-year term of service as Vice-Chair to be followed by one year as Chair

**Support:** The PLP Operations Team will have the direct support of the PLP Staff Liaison as well as access to peer Project Leaders and our Volunteer Engagement Director. Team Chairs will be offered training opportunities as they arise in all our content areas.

### Impact: *You will have the opportunity to...*

- Cultivate volunteers as a vital force in our community
- Work with organizations and the community on effective engagement of volunteers
- Connect with like-minded people
- Make a significant difference towards solving Denver's critical issues
- Become a certified Project Leader and be recognized as such by the Metro Volunteers community
- Use your skills to develop and sustain a program committed to excellence in all aspects



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### **Staff Liaison**

This position will develop the leadership, volunteer engagement and management skills of adult and youth volunteers to recruit, train and engage other volunteers in meaningful service. By providing trained Project Leaders, our Project Leadership Program, nonprofit agencies and schools will have the capacity to determine their needs and desires, identify resources, design a project and engage volunteers to perform the work.

### **PLP Operations Team Director**

This position will oversee all aspects of the Project Leadership Program working directly with the Staff Liaison and Volunteer Engagement Director. The Operations Team Director is responsible for effectively recruiting Task Team chairs and volunteers.

### **PLP Training & Continuing Education Task Team**

Led by a Chair and Vice-Chair with 3- 4 Team Members.

This team will be responsible for ensuring the successful execution of the training including recruiting and training qualified classroom and field instructors, managing the logistics of the training sessions, coordinating the student's progress through the training and certifying the students upon successful completion of the training. Additionally, this team will coordinate and assist with advanced training for Project Leaders, classroom trainers and field instructors.

### **PLP Communications & Media Resources Task Team**

Led by a Chair and Vice-Chair with 3 - 4 Team Members.

This team will be responsible for determining the best strategies and media to generate effective and timely communication for and between all Project Leaders. In addition, this team will develop, collect and maintain a variety of media that can be used to market the program to the community in collaboration with the Marketing Committee. The team may contribute to blogs, social media posts, and an online repository of best practices. In addition, the team may contribute to the media collection of photos, video, stories and quotes collected at projects.

### **PLP Community Network Task Team**

Led by a Chair and Vice-Chair with 5 - 6 Team Members.

This team will be responsible for ensuring Project Leaders are supported, connected and recognized. The team will work to build community, **and** will also ensure that Project Leaders are recognized for their service through a variety of means. The team may contribute to blogs, social media posts, and an online repository of best practices. In addition, the team may contribute to the media collection of photos, video, stories and quotes collected at projects.

**To volunteer or ask questions:** Contact us at 303.282.1234 or [plp@metrovolunteers.org](mailto:plp@metrovolunteers.org)