

Committee on Volunteer Services Position Description

Position Title: Region Representative
Supervisor: CAHHS Vice President, Volunteer Services

Responsibilities

- Represent CAHHS Volunteer Services and serve as CAHHS subject matter expert to support hospitals located within assigned geographic region.
 - Attend area council, hospital volunteer/community meetings and other special meetings.
 - Serve as guest speaker, install officers and present awards.
 - Identify and assist new and established hospital volunteer groups.
 - Identify and mentor future volunteer leaders to serve CAHHS network.
 - Gather and transmit data and information.
- Serve as a member of the CAHHS Committee on Volunteers (COV).
 - Report to COV on volunteer needs expressed by hospital staff, regions, area councils, individuals and individual volunteer groups.
 - Attend at least one COV in-person meeting.
 - Assist in the development and implementation of long and short-term COV goals.
- Plan and attend CAHHS hospital volunteer leadership conference and educational events.
- Participate in periodic conference calls and web forums.
- Engage in regular email correspondence.
- Submit reports.

Qualifications

- Willingness to serve as a CAHHS volunteer.
- Demonstrated hospital administration support.
- Computer literacy and access to a computer with internet capability.
- Ability to travel independently throughout assigned CAHHS region and to statewide events.
- Hospital financial support preferred.
- Hospital volunteer leadership experience preferred.
- Area council leadership and/or director association experience preferred.

Committee on Volunteer Services Position Description

Competencies

- Technical skills, including email, Microsoft Office, internet, Adobe Connect, social media skills.
- Proficient written and verbal communication skills.
- Ability to work with people of diverse backgrounds and values.
- Demonstrated knowledge and experience in the principles of volunteer administration in a health care environment.
- Volunteer administration certification preferred: Certified Volunteer Administrator (CVA) and/or Certified Administrator of Volunteer Services (CAVS)

Time Commitment

- One-year initial appointment (January 1 – December 31) with provision for reappointment for no more than a total of three consecutive years.

Training

- New committee orientation.
- Annual competency training.
- Educational workshops at CAHHS meetings.
- Personal mentoring from COV members and CAHHS Volunteer Services staff

Attire

- Business and/or business casual.

JRC

Date originated: December 12, 2007

Reviewed: July 19, 2010

Updated: September 11, 2012

Updated: June 12, 2013

Updated: April 29, 2015