



<b>Volunteer name</b>		<b>Position title</b>	<i>Recruitment Director</i>
<b>Direct supervisor</b>	<i>Sarah Ward</i>	<b>Position title</b>	<i>Executive Director</i>

<b>Doctors for Change mission</b>
<i>Doctors for Change works to increase access to care and improve the health of all Houstonians and Texans through research, education, collaboration, and advocacy.</i>
<b>Project or position</b>
<i>The <b>DFC Recruitment Director</b> leads and monitors the agency's recruitment goals to increase professional and student memberships and satisfaction.</i>
<b>Tasks</b>
<ul style="list-style-type: none"> <li>• <i>Serve as a leader of DFC. Attend DFC events and leadership meetings to collaborate with the organization.</i></li> <li>• <i>Attend community, professional, and academic events to recruit new members</i></li> <li>• <i>Engage with DFC staff and leaders to design a recruitment plan and determine goals</i></li> <li>• <i>Identify opportunities for recruitment</i></li> <li>• <i>Partner with the Houston and statewide educational institutions to expand membership</i></li> <li>• <i>Provide monthly updates to Executive Director</i></li> <li>• <i>Present yearly recruitment recommendations at the DFC Leadership Retreat</i></li> </ul>
<b>Skills</b>
<ul style="list-style-type: none"> <li>• <i>The ability to engage build relationships with professionals in various fields</i></li> <li>• <i>The passion to promote DFC and help new members to engage within the organization</i></li> <li>• <i>Serve as a connector between interested volunteers and engaged members</i></li> <li>• <i>Basic computer skills, including use of email and presentation software</i></li> </ul>

- *Punctuality and reliability*

**Schedule**

*The Recruitment Director will attend two to three monthly scheduled and unscheduled meetings in order to collaborate with members and leaders. Attend various community partner events and networking opportunities with professional and academic organizations.*

**Training and supervision**

*DFC provides an orientation for all new volunteers along with monthly supervision and check-ins with the Executive Director for feedback and organizational engagement. All Leadership Volunteers will participate in an annual review to determine successes and opportunities for development. The annual review will provide Leadership Volunteers the opportunity to develop their role and the DFC support structure.*

**Volunteer and management agreement and signatures**

This volunteer job description has been approved by the volunteer and all appropriate management staff.

<b>Volunteer signature</b>		<b>Date</b>	
<b>Direct supervisor signature</b>		<b>Date</b>	