

## **ALIVE Academy Presenter Volunteer Position Description**

**Position Title:** ALIVE Academy Presenter

**Position Summary:** ALIVE strives to bring high quality, relevant presentation topics to our members and those in the field, and is seeking ALIVE Academy Presenters to support this important work. Successful candidates will propose an advanced volunteer management topic and be responsible for the development and presentation of the content. Potential topics include: new research from field, translating research into practice, inventive programs and new types of volunteering, strategies for developing high-impact programs, promoting leadership and advocacy in the sector, and innovative tools and resources for volunteer engagement professionals. Potential additional opportunities include the presenting of additional webinars, and/or the development of corresponding handouts or group discussion questions and guides. Presentations are encouraged to be highly interactive, incorporating features such as polls, participants sharing ideas in the chat feature, opening up phone lines for participant comments, and action items for attendees at the end of the presentation.

**Time Commitment:** Varies, but includes time to develop and practice webinar, 1 hour of planning with ALIVE representative, 1.5 hours of preparation and webinar presentation.

### **Qualifications:**

- Strong communication and presentation skills
- Knowledge relevant to the volunteer engagement sector
- Experience developing and providing training
- Ability to work independently
- Ability to receive and incorporate feedback
- Previous experience presenting via webinar a plus

### **Key Responsibilities:**

- Provide examples of past presentations and/or references as requested during the application process
- Identify an advanced volunteer engagement presentation topic relevant to ALIVE membership
- Participate in a call with an ALIVE representative to discuss content
- Develop mutually agreed upon content, to be reviewed by a representative of ALIVE before the webinar (content should not include a sales pitch for a particular product or service)
- Conduct promotion of webinar within own networks
- Use ALIVE's GoToMeeting or GoToWebinar platform, unless otherwise agreed upon by ALIVE
- Acknowledge webinar may be cancelled or rescheduled if less than three participants are signed up upon mutual agreement

### **Benefits of Working with Us:**

- Opportunity to share your professional knowledge, expertise, and passion to help ALIVE craft and forge the future of the profession
- Chance to grow personally and professionally, to develop skills, gain unique experience and make connections with other passionate and motivated professionals throughout the country

**ALIVE agrees to:**

- Discuss and provide feedback on presentation topic idea(s)
- Review and provide feedback on webinar content
- Promote webinar through website, newsletter, member invitations and social media
- Conduct registration
- Send certificates of completion to attendees
- Collect feedback from attendees to be shared with the presenter

**About ALIVE**

ALIVE (Association of Leaders in Volunteer Engagement) is a national membership organization of leaders and professionals in volunteer engagement. ALIVE serves to enhance and sustain the spirit of volunteering in America by fostering collaboration and networking, promoting professional development, and providing advocacy for leaders in community engagement.

We are:

- Professionals in volunteer management and engagement
- Advocates for the recognition and appreciation of volunteer management
- The resource for and the link to tools, research, and best practices
- Educators of decision makers in all volunteer management arenas
- Influencers for redefining job descriptions, compensation, and the position of volunteer manager in our organizations
- Diverse, inclusive and member driven

If you have questions about this position or ALIVE, please contact [info@volunteeralive.org](mailto:info@volunteeralive.org).