**Volunteer Position Description**

**Role: Monday Morning Speakers Series Team**

**Responsibilities:**

* Organize weekly **Monday Morning Speakers Series** on topics related to career transition
* Identify topics and panelists
* Contact/interview potential speakers to discuss program focus and interest
* Coordinate on-site logistics (set up; A/V; registration; welcome attendees)
* Collect/tabulate evaluation forms
* Follow-up with speakers; ask for referrals
* Maintain master schedule/list of speakers/topics
* Post event information to 40Plus web site and related online calendars:
  + Washington Network Group
  + MeetUp
  + Eventbrite
  + LinkedIn
  + Tom Manatos Jobs
  + DC Linktank

**Number of Volunteers Needed: 3-4**

**Skills required:**

* On-site Event coordination
* Strong communications skills

**Time commitment:** *6-8 hours/month (including 3-4 hours on day of each event)*

**Location:**

Monthly events at 40Plus each Monday; balance of activities done remotely

**Phone**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***To volunteer for this role, please contact:***

***Name:***

***Phone:***

***Email:***