

Sample Position Description for a Team Coordinator(s)

Teams can have leadership without having a stringent hierarchy that leaves volunteers disempowered or unfulfilled. Sound leadership includes providing essential communication, connection, task-allocation, mentoring, and organization that keeps team members needs for community, growth and progress met. Strong leaders do not fulfill every available task, making it difficult for themselves to take time off, or even move on to another role. Strong leaders empower volunteers, keep things organized, and bring the best out of the organization.

A Team Coordinator can serve as your group or team's leader. This position can be set in place for whatever duration your team chooses. For instance, if you're coordinating a visit from Marshall Rosenberg or another trainer, you may choose to select a team coordinator to keep all planning and follow-up organized just for this event. Or, if your team organizes ongoing activities or information, the Team Coordinator may be a role you retain for a longer period of time, such as six months to a year. Adapt the position description below to meet your specific needs and use it in your recruitment efforts.

Position Title: TEAM COORDINATOR

Position Description:

Team Coordinators (TLs) assist the [ORGANIZATION NAME] [BOARD OF DIRECTORS] in fulfilling their mission by coordinating a local volunteer team, NVC workshops/events, practice groups, and organizational and event promotion.

Desired Skills and Motives:

- (1) Demonstrated familiarity and routine use of Nonviolent Communication.
- (2) Commitment to mission of [YOUR ORGANIZATION / TEAM].
- (3) Experience with consensus decision-making.
- (4) Ability to maintain a flexible schedule.
- (5) Professional competence with computer and software technology, including MS Access, MS Office, Adobe Acrobat. Access to sufficient computer technology/software and the internet.
- (6) Sufficient organization, event and volunteer management skills to meet mutually agreed upon needs.
- (7) Ability to effectively delegate/manage tasks to volunteers on an ongoing basis.
- (8) Openness and responsiveness to feedback from other team members, volunteers [BOARD, STATE COORDINATOR] and the community.

Specific Tasks:

Develop and Coordinate Regional Core Teams:

- (1) Use "Developing a Life-Serving Volunteer Team" (included in the Team Development Toolkit) to recruit, support and provide direction to a regional core team of volunteers (fill key roles based on needs of the group/organization).

- (2) Continually develop leadership and NVC skills within the Core Team, with consideration for finding an eventual successor for the position of TL.
- (3) Set regularly Core Team meeting times; set meeting agendas; provide meeting facilitation.
- (4) Fulfill any other essential roles/tasks that are not fulfilled by other volunteers.

Communication:

- (1) Serve as a liaison between Core Team / Organization and community. Communicate regularly with core team to ensure effective dissemination of information on local and state events, organization issues, [BOARD NEWS], etc. Ensure that notes are taken for all core team meetings and disseminated to team in timely manner.
- (2) Continually develop NVC communication skills, and effectively model NVC to address group concerns, conflicts, and information needs as they arise.
- (3) [KEEP BOARD OF DIRECTORS UPDATED ON REGIONAL EVENTS, PRACTICE GROUP INFORMATION AND OTHER REGION-SPECIFIC NVC INFORMATION.]
- (4) [DEVELOP AND MAINTAIN DATABASE OF LOCAL NVC COMMUNITY FOR COMMUNICATION AND NVC PROMOTION PURPOSES. DEVELOP AND DISSEMINATE E-NEWSLETTER / PRINTED NEWSLETTER TO LOCAL NVC COMMUNITY.]

Promotion

- (1) Work with the Promotion Coordinator to establish annual or event-specific promotion goals / objectives.
- (2) Work with Promotion Coordinator to establish annual or event-specific promotion budget, and to provide approval on major promotion expenses.

Community Development

- (1) Develop relationships with like-minded organizations to identify cross-promotion opportunities and relationship building to expand area NVC community.
- (2) Seek out opportunities (resource sharing, partnerships, donations) to develop a regional lending library of NVC learning materials.

Event Coordination / Certified NVC Trainers

- (1) [WORK WITH BOARD TREASURER AND EVENT COORDINATOR TO DEVELOP EVENT-SPECIFIC BUDGET.]
- (2) Work with event coordinator to develop event budget. Coordinate gathering of receipts and financial record related to budget.