

Village to Village Connections, Inc.
Lead Volunteer for the Danville Train Station LVRT Trailhead
Volunteer Position Description

The Village to Village Connections, Inc. (V2V) board intends to staff the Danville Train Station LVRT Trailhead with volunteers seven days a week from June 1 – mid-October.

The Lead Volunteer assists with recruiting, orienting, and scheduling volunteers for the Danville Train Station LVRT trailhead. The Lead Volunteer is a key liaison between volunteers and V2V's board. They act as the bridge between V2V's mission and board, ensuring that volunteer skills align with the duties required at the train station trailhead.

Working with members of the V2V board, the Lead Volunteer will:

- Outreach and recruitment of volunteers
- Interview potential volunteers
- Schedule, organize, and lead volunteer orientations
- Onboard new volunteers, ensuring they are well-informed and comfortable in their roles
- Schedule volunteers and work to be sure all shifts are covered
- Collect applications and other required paperwork/documentation from volunteers
- Maintain relevant resources for volunteers; create additional resources as needed.
- Maintain ongoing and consistent communication with volunteers
- Report issues, as well as successes, to V2V board members in a timely manner.
- Attend relevant training session offered by V2V or VTRANS
- Stay up to date on information on the LVRT and amenities offered in Danville and nearby communities.
- Coordinate with Lead LVRT Ambassador for the Caledonia County Region as needed
- Survey volunteers at the end of the season; work with V2V board members to adjust volunteer program as needed.