Approximate Time Commitment: 10 Hours Per Week

Importance of Position

Reporting to the Regional Operations Manager, the Service Platoon Leader is responsible for leading a community of service-minded veterans to support the local community. With support from The Mission Continues staff, the Service Platoon Leader ensures continuity of member engagement through regular service, support, and social events. Successful Platoon Leaders will outreach, recruit, and engage veteran and community volunteers, while finding new and innovative ways for those veterans to serve. Platoon Leaders are encouraged to create a Leadership Team that will help them accomplish the mission and train the next group of leaders for ongoing projects.

Desirable Leadership Traits

• **Communication** - Clear, consistent, and timely communications with platoon members and community partner organizations. Strong listening skills with an ability to adapt to change.
• **Organization** - Ability to track members and resources in the context of quarterly mission assignments. Knowledge of Microsoft Word, Excel, Power Point and Social Media platforms.
• **Leadership** – Listen, motivate, and inspire members to continue their mission of service for our country.
• **Delegation** - Ability to delegate tasks/projects with clear expectations and oversight.
• **Mission/Culture Fit** - Demonstrate appreciation for The Mission Continues' brand in our communities; Maintain ethical norms and our Core Values.

Responsibility/Deliverables

• Learn and professionally grow through The Mission Continues Learning and Development courses.
• Serve in an under-resource community for one year in areas such as homelessness, hunger, youth mentoring, environment, housing, education, health, or other community issues.
• Outreach and engage military veterans, civilians, and active duty from the local community to join the Service Platoon program to engage in platoon operation events.
• Developed a leadership team to assist in the carrying project operations.
• Oversee and plan monthly engagement events annually, these include quarterly service projects, support events and/or social events in Salesforce and PLX Application.
• Develop long lasting relationships with community non-profits that are working on similar projects and missions.
• Collect and share with Regional Operations Manager impactful mission moments, testimonials, and photos for TMC's Communications Team.
COMMUNICATION COORDINATOR
Volunteer Position Description

Approximate Time Commitment: 3 Hours Per Week

Importance of Position
For a Service Platoon to be successful in our mission, we must stay connected with the communities we serve. The communications coordinator will help the Service Platoon to be more visible and spread our community service message to Veterans and Non-Veterans in our community. This role works directly with the Platoon Leader, who reports directly to the Regional Operations Manager.

Desirable Leadership Traits
If you have a knack and passion for using language (spoken/written) to inspire and move people toward positive actions, this position is a great fit for you!

• Experience in marketing, public relations, communications or similar field.
• Excellent written and verbal communication skills.
• Photography skills. (Intermediate)
• Knowledge of Microsoft Word, Excel, Power Point and Social Media platforms.
• Ability to work independently and within a team.
• Strong organizational skills and attention to detail.

Responsibility/Deliverables
• Draft platoon leader email communication and Facebook post to be approved by the Platoon Leader.
• Assist Platoon Leader with the engagement of new members.
• Promote upcoming events via email and social media.
• Monitor and update social media accounts.
• Create communication strategies for the platoon for the diverse types of platoon events.
• Maintain a respectful relationship with Leadership Team members, partners, staff, and volunteers.
Approximate Time Commitment: 3 Hours Per Week

Importance of Position

A significant component contributing to the success of a service platoon is strong ties and relevant resources with and for our Veteran Communities. The Veterans Resource Coordinator will help the platoon establish and maintain connectedness by building relationships and sharing relevant resources in the veteran’s community. Works closely with the Platoon Leader, who reports directly to the Regional Operations Manager.

Desirable Leadership Traits

If you are someone who has a passion to connect with other Veteran Service Organizations (VSO’s) and loves to share resources with others, this role is a great fit for you.

- Experience in networking, relationship and team building in veterans’ space as well as community organizations.
- Great organizational skills.
- Written and verbal communication skills.
- Ability to work independently and within a team.
- Empathetic and caring for the veteran community.

Responsibility/Deliverables

- Update existing resource list and frequently update with new resources.
- Primary contact to represent the platoon at resource fairs and/or recruiting events.
- Work with Platoon Leaders to understand and develop current and future resource needs.
- Maintain a respectful relationship with partners, staff, and other volunteers.
- Identify new service and outreach opportunities to collaborate with other VSOs.
Approximate Time Commitment: 5 Hours Per Week

Importance of Position

For a Service Platoon to be successful in our mission, we must cultivate leaders on our team who can successfully lead TMC events in the communities we serve. This leader helps equip and train our volunteers with the supplies and knowledge to support our community projects. The Service Project Coordinator works closely with the Platoon Leader to plan and execute impactful service projects. Works closely with the Platoon Leader, who reports directly to the Regional Operations Manager.

**Note:** This position often prepares you to become a project manager and fulfill a Platoon Leader’s role.

Desirable Leadership Traits

If you are an excellent project planner with special talents such as carpentry, landscaping, painting and general maintenance who loves to share and lead others, this leadership role is perfect for you.

- Familiar with carpentry, general maintenance, power tools, or gardening.
- Good organizational skills with great attention to detail.
- Ability to navigate Microsoft Suite (Word, Excel, Power Point), Teams, PLX/Salesforce.
- Organizational skills.
- Comfortable with event/project planning and project management.

Responsibility/Deliverables

Assist the Platoon Leader in the following:

- Learn how to conduct assessments to determine the scope of work for project sites.
- Learn to conduct site visits with Platoon Leaders and Community Partners.
- Work with projects team to develop, order and pick up material and equipment for service/support projects.
- Prepare materials and equipment before the event date to facilitate a successful project.
- Oversee service projects and develop platoon engagement through fun and meaningful activities.
Approximate Time Commitment: 3 Hours Per Week

Importance of Position
For a service platoon to be successful in our mission, we must ensure that our volunteers and partners know that they are valued and appreciated. The Social & Hospitality Coordinator will help create and foster a collaborative environment and a culture of appreciation for our volunteers and partners. Works closely with the Platoon Leader, who reports directly to the Regional Operations Manager.

Desirable Leadership Traits
If you possess a personality who loves to recognize the best in others as well as plan fun/engaging social outings, this leadership role is perfect for you!

- Experience in speaking and connecting with diverse groups.
- Strong ability to identify opportunities and ways to show appreciation.
- Ability to have fun!
- Ability to work independently and within a team.
- Event organizing.

Responsibility/Deliverables
- Oversee and lead registration tasks at Platoon events such as coordinating check-ins and distributing volunteers to activities.
- Coordinate with Platoon Leader form a personalized relationship with mails new volunteers who attended an event.
- Help identify food vendors and when possible, request in-kind donations for service and support events.
- Collaborate with Platoon Leader and Regional Operations Manager to lead, plan, and execute recognition ideas and opportunities for committed platoon members to maintain Platoon engagement.