

# **PROBATION OFFICERS PROFESSIONAL ASSOCIATION OF INDIANA (POPAI)**

## **CONFERENCE AND RECRUITMENT COORDINATOR**

### Job Description

The POPAI Conference and Recruitment Coordinator is responsible for planning, scheduling, coordinating, and implementing training, conferences, and educational opportunities for POPAI. Additionally, this position is responsible for recruiting new probation officer, associate, and corporate members. This position reports to Vice President (VP) of POPAI and presents specific items listed below to the POPAI Executive Board (Board). The following is a list of essential duties this position shall perform unless otherwise directed by the VP or the Board:

- Visit potential facilities for each training opportunity to ensure it meets the standards and needs of POPAI.
- Meet with sales representatives from potential facilities to discuss and negotiate the terms of a contract for meeting space, guest rooms, meals, audio-visual needs, etc. Present the contract to the Board at least 120 days prior to the event. Secure the location after approval from the Board.
- Coordinating with any committee as determined by the Board, develop a theme and/or agenda and schedule a minimum of two training opportunities per year:
  - One training shall be focused on educating supervisors and administrators offering a minimum of ten (10) training hours. This training may be divided into two days with one day focusing on all supervisors and another day focusing on training for chiefs and deputy/assistant chiefs.
  - One training shall be focused on educating the entire membership offering a minimum of twelve (12) training hours.
  - Any additional trainings must be approved by the Board.
- Recruit potential probation officer, associate, and corporate members for participation in each training event and secure POPAI membership, if possible.
- Promptly respond to all training related inquiries.
- For trainings with expected attendance greater than 100 participants:
  - Schedule a plenary session with a keynote speaker for the event.
  - Schedule concurrent breakout sessions at a ratio of 75 participants to one breakout session.
  - If there are at least four (4) concurrent breakout sessions at one time, at least one session should focus on juvenile issues, one session should focus on evidence based practices, and one session should focus on alcohol and drug issues.
  - Coordinate corporate member activities and provide an opportunity for vendors to display corporate information to attendees on at least one day of each training opportunity.
- Working within the budget approved by the Board for each training and/or by obtaining corporate member sponsorships:
  - Advertise each training opportunity to the POPAI membership and/or the targeted audience at least 90 days prior to the event.

- Advertise the tentative agenda for each training opportunity to the POPAI membership and/or the targeted audience at least 60 days prior to the event.
  - Negotiate contracts or agreements with speakers who require payment for services.
  - Obtain and organize door prizes and gifts for attendees.
  - Design, print, copy, and assemble all conference materials to be distributed to attendees, including: agendas, nametags, handouts, etc. Conference materials should be offered in a mobile application, if possible when appropriate.
- Develop an electronic registration process for each training opportunity that allows for selection of each session an attendee wants to attend and make it available to the membership and/or the targeted audience at least 60 days prior to the event. Provide confirmation of registration to each attendee.
  - Provide a list of email addresses of attendees for each training to corporate members participating in the training at least seven (7) days prior to the event.
  - Maintain accurate records of registration and payments for each training and new membership or membership renewal payments made with the training registration. Communicate all membership payments to the Membership and Recruitment Coordinator and Treasurer within 30 days.
  - Coordinate with the Membership and Recruitment Coordinator and the Treasurer and invoice each individual and/or department for training registrations and/or memberships (if included in the registration) not paid within 30 days of the training event and continue to follow-up until all attendees have paid.
  - Coordinate and be available during each training to handle issues which may arise including audio-visual problems, speaker needs, attendee needs, hotel/space issues, corporate member issues, etc.
  - Working within the annual budget approved by the Board, purchases, tracks, and coordinates the selling of POPAI merchandise at training events. Submits all revenue from purchases to the POPAI Treasurer within 30 days of the event.
  - Create an evaluation form for each training. Compile all submissions into a report to the Board within 60 days of the event.
  - Organize and submit training related invoices to the POPAI Treasurer for payment within 30 days of receipt.
  - Invoice for services in accordance with the Conference and Recruitment Coordinator contract within 30 days of the close of each training.
  - Prepare a report to the Board including attendance and financial activities for each training within 90 days of the event.
  - Attend Board meetings either in person, virtual, or by phone.
  - Other duties as assigned by the Board.