



Volunteer Position: Zone Captain

I. Position Overview

The Zone Captain coordinates with the Zones Chair as a member of the Zones team under the Membership Committee. This position plans social and civic events and activities for members in Zones, which are geographic neighborhood areas where members live or work.

II. Position Responsibilities

1. Plans Zone events for assigned Zone or, at times, for all Zones. Zone events could be virtual, hands-on or in-person activities, and are planned by Zone Captains on a quarterly basis.
2. Communicates with members about plans for Zone events and activities via email or e-invite, and sends reminders about upcoming events.
3. Facilitates in-person Zone events, including taking attendance, keeping notes, and taking pictures for record-keeping and future communications.
4. Attends Zones team meetings as required, generally on a quarterly basis.
5. May help prepare information about Zone events for social media blog.
6. May collaborate with other Zone Captains and/or committees to plan joint Zone events or activities.

III. Skills Recommended

1. Planning, organization, communication and people skills.
2. Use of email and other software applications.

IV. Prerequisites

Current Impact Austin member

V. Time Requirements

Generally, the Zone Captain position is a one to two-year term, to allow time for learning and developing relationships. The time commitment ranges from 2-6 hours per month or more based on the timing of scheduled Zone events and activities and whether assigned as host.



Thank you for your interest in volunteering with Impact Austin!

Please fill out our online [Volunteer Form](#) to get involved and we will be in contact with you as soon as possible.

impactaustin.org/volunteer