

# ACE Arkansas Volunteer Recruitment & Roles Handbook

## Fostering the Future Through Mentorship

Thank you for your interest in supporting ACE Arkansas.

The ACE Affiliate of Arkansas connects students with professionals in architecture, engineering, and construction through mentorship, hands-on projects, and real-world experiences. Our volunteers help students discover careers, build confidence, and gain exposure to opportunities that can shape their futures.

Whether you enjoy mentoring students, organizing events, building partnerships, or helping behind the scenes, there is a place for you within ACE Arkansas.

## Why Volunteer with ACE Arkansas?

As an ACE volunteer, you can:

- ✓ Help students discover careers in architecture, engineering, and construction
- ✓ Introduce students to opportunities they may never have known existed
- ✓ Develop leadership, mentoring, and communication skills
- ✓ Expand your professional network across multiple disciplines
- ✓ Help build the future workforce pipeline in Arkansas
- ✓ Contribute at a level that fits your schedule

**No previous ACE experience is required.**

**Most volunteer opportunities range from 2-6 hours per month, with some seasonal or event-based roles.**

## Our Approach: Roles Over Titles

ACE Arkansas uses a **roles-based model** rather than rigid job descriptions.

### What this means:

- ✓ Volunteers take on clearly defined roles with specific purposes
- ✓ One volunteer may hold multiple smaller roles
- ✓ Roles are intentionally designed to be manageable and flexible
- ✓ Volunteers can contribute based on their skills, interests, and availability

This model allows individuals to focus on what excites them while reducing volunteer burnout and creating more opportunities for participation.

## How ACE Arkansas is Structured

- **Governance (Strategy & Direction)**

Provides leadership, oversight, long-term planning, and sustainability support.

- **Program Operations (Behind the Scenes)**

Supports volunteers, schools, communication, logistics, and student experiences.

- **Site-Level Delivery (Student Experience)**

Where students and mentors work together through projects, mentorship, and career exploration.

## Choose Your Volunteer Path

### I enjoy mentoring students

Suggested roles:

- ✓ Lead Mentor
- ✓ Industry Speaker Coordinator
- ✓ Scholarship Application Support
- ✓ Student Engagement Roles

### I enjoy organizing and planning

Suggested roles:

- ✓ Year-End Event Lead
- ✓ Site Visit Coordinator
- ✓ Board Operations Facilitator
- ✓ Fundraiser Lead

### I enjoy networking and relationship building

Suggested roles:

- ✓ Partnerships & Sponsorship Lead
- ✓ Sponsor Experience Coordinator
- ✓ Alumni Engagement Lead
- ✓ School Partnership Coordinator

### I enjoy creativity and storytelling

Suggested roles:

- ✓ Social Media Storyteller
- ✓ Media & Photography Lead

### I enjoy strategy and systems

Suggested roles:

- ✓ Vision & Strategy Lead
- ✓ Database Manager
- ✓ Financial Steward

# How to Join ACE Arkansas

## Step 1

Review committee descriptions and identify roles that align with your interests.

## Step 2

Complete the 'Get Involved' form on the ACE Arkansas website, link below.

[Volunteer & Mentor Resources - ACE Mentor Program of America](#)

## Step 3

Complete onboarding requirements:

- ✓ Volunteer application
- ✓ Background check (if required)
- ✓ Orientation and role placement

## Step 4

Begin making an impact.

# Committee & Role Overview

## Mentor Teams (Student Experience)

### **Lead Mentor**

Manages mentor communication and scheduling reports to Mentor liaison

- Coordinates other mentors on team
- Lead session flow and keeps sessions on track
- Stays in communication with teacher liaison

### **Mentor**

Works with students and attends every session

- Coordinate with other mentors and lead mentor
- Participates in sessions and provides guidance to students
- Reviews and follows the outlined curriculum

## Teacher Liaison

School representation and champion to work with the lead mentor and keep students engaged.

- Manage outreach and day-to-day communication with students
- Keeps track of attendance in ACE Database
- Work with lead mentor to coordinate materials, food, or other supplies potentially needed for the session

## Governance Committee (Strategy & Oversight)

### Committee Goal

The Governance Committee provides strategic thought leadership, accountability, and long-term direction for the ACE Arkansas program. The committee ensures that decisions, processes, and growth initiatives remain aligned with ACE's mission of engaging, exciting, and enlightening students about careers in architecture, engineering, and construction through mentorship and real-world experiences. Through intentional planning, stewardship, and oversight, the committee supports sustainable growth while maintaining a student-centered focus, strengthening industry partnerships, and building a stronger future workforce pipeline for Arkansas.

### Committee Core Objectives

- Ensure ACE Arkansas remains aligned with the mission, values, and goals of ACE nationally and locally.
- Establish sustainable systems and governance practices that support program growth.
- Support responsible stewardship of financial, volunteer, and program resources.
- Create strategic pathways to expand student access, mentor engagement, and industry partnerships.

## Governance Committee Roles

### Governance Committee Chair (*Voted on by Executive Committee*)

#### **Purpose:**

Provides leadership and coordination for the Governance Committee while ensuring committee priorities support the broader goals of ACE Arkansas.

#### **Key Responsibilities:**

- Facilitate Governance Committee meetings and establish annual priorities.
- Coordinate with Executive Committee leadership and communicate progress.
- Support development of strategic initiatives and organizational policies.
- Monitor committee accountability and ensure action items are completed.

**Success Looks Like:**

- Committee activities are organized, productive, and aligned with annual goals.
- Strong communication exists between governance and operational teams.
- Strategic initiatives move from planning to implementation.
- Committee members are engaged and contributing effectively.

**Vision & Strategy Lead** (*Preference for current or former mentor*)

**Purpose:**

Defines long-term direction, growth priorities, and strategic opportunities while ensuring the student experience remains central to all decisions.

**Key Responsibilities:**

- Develop annual and multi-year growth goals.
- Evaluate emerging workforce and education trends.
- Review program effectiveness and recommend improvements.
- Ensure mentor and student perspectives inform strategic decisions.
- Champion student-first decision making

**Success Looks Like:**

- Growth initiatives align with mission and capacity.
- Strategic plans support sustainable expansion.
- Student and mentor experiences continuously improve.
- Clear priorities guide board decisions.

## **Board Operations Facilitator**

### **Purpose:**

Coordinates governance processes and ensures board operations remain organized, efficient, and transparent. Works closely with Secretary.

### **Key Responsibilities:**

- Schedule and coordinate meetings.
- Prepare agendas and distribute meeting materials.
- Record action items and maintain documentation.
- Maintain annual calendar of meetings and events.
- Support onboarding of new board and committee members.

### **Success Looks Like:**

- Meetings are efficient and productive.
- Documentation is accurate and accessible.
- Committee responsibilities are clearly communicated.

## **Financial Steward**

### **Purpose:**

Ensures responsible management and oversight of ACE Arkansas financial resources. Works closely with the Treasurer.

### **Key Responsibilities:**

- Track budgets, expenses, and financial performance.
- Support preparation of annual budget recommendations.
- Support fundraising planning and forecasting.
- Assist with grant reporting and funding documentation.
- Monitor financial sustainability and resource allocation.
- Help evaluate long-term sustainability strategies

### **Success Looks Like:**

- Financial records are accurate and current.
- Spending aligns with approved priorities.
- Grant requirements and reporting obligations are met.

- Leadership has clear visibility into financial health.
- Identify financial risks or gaps early.

## **Database Manager**

### **Purpose:**

Maintains program data systems and ensures accurate tracking of students, volunteers, and program compliance requirements.

### **Key Responsibilities:**

- Track student and volunteer participation metrics.
- Manage mentor background checks and compliance documentation.
- Maintain parent consent and required forms.
- Support reporting needs for grants and impact measurement.
- Manage student scholarship applications

### **Success Looks Like:**

- Program data is accurate and accessible.
- Background checks and required documentation are complete.
- Leadership has reliable information for decision-making.
- Reporting metrics are readily available.

## **Partnership & Sponsorship Committee**

### **Committee Goal**

The Partnership & Sponsorship Committee develops and strengthens relationships that expand opportunities for students and support the long-term sustainability of ACE Arkansas. The committee works to build meaningful partnerships with architecture, engineering, construction, and community organizations while securing financial and in-kind support that enables program growth. Through industry engagement and resource development, the committee helps create stronger connections between students and the professionals, firms, and organizations shaping the built environment.

### **Committee Core Objectives**

- Establish and strengthen partnerships that support student experiences and workforce development.

- Develop sustainable sponsorship and funding strategies that support program growth.
- Increase awareness and visibility of ACE Arkansas within industry and community networks.
- Create meaningful engagement opportunities for sponsors and partners.

## Partnership & Sponsorship Committee Roles

### Partnership & Sponsorship Committee Chair *(Voted on by Executive Committee)*

**Purpose:**

Provides leadership and coordination for partnership and sponsorship activities while ensuring efforts align with organizational goals and growth strategies.

**Key Responsibilities:**

- Facilitate committee meetings and establish annual priorities.
- Coordinate committee initiatives with Executive Committee leadership.
- Monitor progress toward sponsorship and partnership goals.
- Support collaboration between committee members and other ACE teams.

**Success Looks Like:**

- Partnership initiatives align with annual organizational goals.
- Sponsorship activities are coordinated and effective.
- Committee members remain engaged and accountable.
- Strong relationships exist across industry and community partners.

### Partnerships & Sponsorship Lead

**Purpose:**

Builds and maintains relationships with firms, industry leaders, and community organizations that support ACE Arkansas through sponsorship, volunteer engagement, and strategic collaboration.

**Key Responsibilities:**

- Identify and cultivate relationships with potential partners and sponsors.
- Maintain regular communication with existing supporters.

- Coordinate sponsorship opportunities and outreach efforts.
- Connect firms with volunteer and mentorship opportunities.
- Identify in-kind support opportunities (meeting space, materials, technology, site tours).
- Develop long-term relationship strategies.

**Success Looks Like:**

- Increased sponsor retention and recurring support.
- Growth in industry participation and engagement.
- Expanded partnership opportunities for students.
- Strong relationships with firms and community stakeholders.

**Sponsor Experience Coordinator**

**Purpose:**

Ensures sponsors and partners have meaningful experiences and understand the impact of their support.

**Key Responsibilities:**

- Coordinate sponsor recognition and communication.
- Facilitate sponsor interactions during events and programs.
- Support event planning from a sponsor perspective.
- Maintain sponsor engagement throughout the year.
- Coordinate sponsor recognition at year-end events and presentations.

**Success Looks Like:**

- Sponsors feel valued and connected to the program.
- Sponsors return and continue investing in ACE Arkansas.
- Sponsors actively engage with students and mentors.
- Recognition efforts are timely and meaningful.

## **Grant Coordinator**

### **Purpose:**

Researches, develops, and coordinates grant opportunities that support program sustainability and growth.

### **Key Responsibilities:**

- Identify grant opportunities aligned with ACE goals.
- Prepare and write grant applications.
- Coordinate collection of required metrics and supporting materials.
- Monitor grant timelines and reporting requirements.

### **Success Looks Like:**

- Increase in grant funding and diversified revenue sources.
- Grant applications are submitted on time and are competitive.
- Reporting requirements are met accurately.
- Funding opportunities support strategic priorities.

## **Education & Program Delivery Committee**

### **Committee Goal**

The Education & Program Delivery Committee develops and delivers meaningful learning experiences that engage, excite, and enlighten students about careers in architecture, engineering, and construction. This committee is responsible for ensuring students receive high-quality, hands-on experiences through mentorship, curriculum development, industry exposure, and educational opportunities that align with ACE's mission and support workforce development throughout Arkansas.

### **Committee Core Objectives**

- Deliver engaging, project-based learning experiences that expose students to real-world careers and skills.
- Recruit, support, and retain volunteers and mentors who create impactful student experiences.
- Develop curriculum and programming that reflects industry practices and student interests.
- Increase student exposure to career pathways through site visits, speakers, and industry engagement.

- Support students in exploring postsecondary opportunities and scholarship resources.

## Education & Program Delivery Committee Roles

### Education & Program Delivery Committee Chair *(Voted on by Executive Committee)*

#### **Purpose:**

Provides leadership and oversight for educational programming, volunteer engagement, and student experience initiatives.

#### **Key Responsibilities:**

- Facilitate committee meetings and establish annual priorities.
- Coordinate activities and timelines across committee roles.
- Support alignment between educational programming and organizational goals.
- Monitor program effectiveness and identify opportunities for improvement.

#### **Success Looks Like:**

- Programming goals are achieved and aligned with ACE mission.
- Committee activities remain organized and collaborative.
- Students and mentors report positive experiences.
- Program quality remains consistent across schools.

### Volunteer Recruitment Lead

#### **Purpose:**

Builds and maintains a strong pipeline of mentors and volunteers to support student experiences.

#### **Key Responsibilities:**

- Recruit mentors from architecture, engineering, construction, and related industries.
- Coordinate volunteer onboarding activities.
- Maintain communication with potential and active volunteers.

- Develop mentor recruitment materials.
- Support volunteer placement based on skills and interests.
- Build relationships with local firms and professional organizations.

**Success Looks Like:**

- Sites have adequate mentor coverage.
- Volunteer retention increases year-over-year.
- New volunteers feel welcomed and supported.
- Diverse industry representation exists across mentor teams.

**Curriculum Writer**

**Purpose:**

Develops curriculum and program schedules that create engaging, relevant learning experiences.

**Key Responsibilities:**

- Create and update lesson plans and activities.
- Develop annual program schedules and timelines.
- Align content with real-world industry practices.
- Support consistency across participating schools.
- Coordinate with mentors for project integration.

**Success Looks Like:**

- Students remain engaged throughout the program.
- Curriculum aligns with learning objectives.
- Lessons support hands-on learning.
- Program delivery remains consistent.

**Site Visit and Field Trip Coordinator**

**Purpose:**

Provides students with real-world exposure through site visits and experiential learning opportunities.

**Key Responsibilities:**

- Identify and coordinate site visit and field trip opportunities.
- Schedule tours and logistics.
- Coordinate required permissions and safety requirements.
- Communicate details to schools and volunteers.
- Build relationships with host firms and project teams.

**Success Looks Like:**

- Students participate in engaging and safe site experiences.
- Site visits expose students to diverse career opportunities.
- Logistics are organized and seamless.

**Industry Speaker Coordinator****Purpose:**

Connects students with industry professionals who provide career insight and inspiration.

**Key Responsibilities:**

- Identify and recruit guest speakers.
- Coordinate speaker schedules and logistics.
- Prepare speakers for student engagement.
- Maintain a speaker network.
- Coordinate panel discussions and Q&A sessions.

**Success Looks Like:**

- Students are exposed to diverse career pathways.
- Speaker presentations remain engaging and relevant.
- Industry professionals continue participating.
- Students ask questions and actively engage.

## **School Partnership Coordinator**

### **Purpose:**

Maintains strong relationships with participating schools and supports successful program implementation.

### **Key Responsibilities:**

- Serve as primary communication contact with schools.
- Coordinate schedules and program needs.
- Support teacher relationships and school engagement.
- Identify future school partnership opportunities.
- Support onboarding of new school sites.

### **Success Looks Like:**

- Schools feel supported and engaged.
- Communication remains proactive and effective.
- Programs operate smoothly at each site.
- School participation continues to grow.

## **Scholarship Application Support**

### **Purpose:**

Provides guidance and resources for students, teachers, and mentors regarding scholarship opportunities.

### **Key Responsibilities:**

- Share scholarship opportunities and deadlines.
- Support students with applications and essays.
- Provide guidance on resumes and supporting materials.
- Coordinate scholarship communication and workshops.
- Create scholarship requirements.
- Connect students with mentors for feedback.

### **Success Looks Like:**

- Increased student awareness of scholarship opportunities.
- More students apply for scholarships.
- Applications are stronger and more competitive.
- Students feel supported throughout the process.

## Events & Outreach Committee

### Committee Goal

The Events & Outreach Committee strengthens awareness, engagement, and community around ACE Arkansas through meaningful events, storytelling, and relationship-building. This committee creates opportunities for students, mentors, industry professionals, alumni, and supporters to connect while celebrating program impact and expanding the visibility of ACE within Arkansas communities. Through outreach efforts and engaging experiences, the committee helps build enthusiasm around ACE's mission and supports long-term program growth.

### Committee Core Objectives

- Increase visibility and awareness of ACE Arkansas within schools, industry, and communities.
- Develop engaging events that strengthen student, mentor, and sponsor experiences.
- Capture and communicate program impact through stories and media.
- Build a connected network of students, mentors, alumni, and supporters.
- Support long-term growth through community engagement and relationship building.

## Events & Outreach Committee Roles

### Events & Outreach Committee Chair *(Voted on by Executive Committee)*

#### **Purpose:**

Provides leadership and oversight for event planning, outreach efforts, and community engagement initiatives.

#### **Key Responsibilities:**

- Facilitate committee meetings and establish annual priorities.
- Coordinate committee activities and event schedules.

- Monitor progress toward outreach and engagement goals.
- Support collaboration across committees and leadership teams.

**Success Looks Like:**

- Events and outreach efforts align with ACE mission and annual goals.
- Committee members remain engaged and accountable.
- Events are organized and effectively executed.
- Community awareness and engagement continue to grow.

**Fundraiser Lead**

**Purpose:**

Plans and executes fundraising activities that generate financial support while building excitement and engagement around ACE Arkansas.

**Key Responsibilities:**

- Identify and coordinate fundraising opportunities and events.
- Develop fundraising goals and timelines.
- Coordinate event logistics and volunteer support.
- Support sponsor and donor engagement.
- Evaluate event performance and outcomes.

**Success Looks Like:**

- Fundraising goals are achieved or exceeded.
- Events generate positive experiences and participation.
- Donors and sponsors remain engaged.
- Fundraising activities contribute to program sustainability.

**Year End Event Lead**

**Purpose:**

Plans and executes the annual year-end celebration and student showcase event.

**Key Responsibilities:**

- Coordinate event logistics, schedule, and venue needs.
- Develop timelines and assign event responsibilities.
- Support student presentation and recognition activities.
- Coordinate communication with speakers and attendees.

**Success Looks Like:**

- Students have a positive and memorable experience.
- Sponsors, mentors, and families feel recognized and engaged.
- Events remain organized and professionally executed.
- The event celebrates student accomplishments and program impact.

## **Media & Photography Lead**

**Purpose:**

Captures visual moments that document program experiences and communicate impact.

**Key Responsibilities:**

- Photograph events, sessions, and student activities.
- Organize and maintain media assets.
- Coordinate photo permissions and documentation needs.
- Support content creation for outreach efforts.
- Coordinate event photography needs.

**Success Looks Like:**

- High-quality visuals are consistently available.
- Program moments and impact are documented.
- Media assets are organized and accessible.
- Photos support marketing and storytelling efforts.

## **Social Media Storyteller**

**Purpose:**

Shares ACE stories and program impact publicly to increase awareness and engagement.

**Key Responsibilities:**

- Create and schedule social media content.
- Highlight student experiences and program milestones.
- Coordinate messaging across communication platforms.
- Share stories that demonstrate impact.
- Create mentor and sponsor spotlights.

**Success Looks Like:**

- Social engagement and visibility increase.
- Students and mentors feel recognized.
- Program stories effectively communicate impact.
- Community awareness grows.

**Alumni Engagement Lead****Purpose:**

Builds and maintains relationships with former ACE students to create a lasting community and future leadership pipeline.

**Key Responsibilities:**

- Maintain communication with ACE alumni.
- Coordinate alumni engagement opportunities.
- Support networking and mentoring initiatives.
- Track alumni pathways and accomplishments.
- Track college and career pathways.
- Encourage alumni participation as future mentors and volunteers.

**Success Looks Like:**

- Alumni remain connected to ACE.
- Former students participate in mentorship and events.

- Alumni success stories demonstrate program impact.
- Long-term relationships continue to grow.