



Badger Honor Flight Board of Directors – Director of Administration

Job Purpose:

The Director of Administration has overall responsibility of maintaining the BHF Waitlist of Veterans and inviting those Veterans to fly with BHF on scheduled flights. This position works in conjunction with other Board members to complete job functions (i.e. Treasurer for guardian fees, Medical & Flight Directors for M&I and flight seat assignments, Inventory for clothing). Director of Administration will utilize volunteers provide oversight to fill functions as Director sees fit to assure duties and responsibilities are efficiently completed.

Duties and Responsibilities:

The Director of Administration is responsible for the oversight of the following volunteer tasks to assure needs of program are met. Director will utilize current or new volunteers to fill teams/positions in this area of responsibility which include:

- Honor Apps Manager - update database to assure veteran/guardian & flight info is updated
- Flight Data Coordinator(s) - create and manage flights/missions
- Roster Manager(s) - update Honor Apps from information received during flight calls
- Standby List Coordinator - maintains contact with veterans who may fly at last minute
- M&I Coordinator - scans completed forms returned by veterans/guardians
- Guardian Training Leadworker - print training packets & set up registration tables
- Flight Seating Coordinator - record seat assignments; create labels etc.

Skills and Qualifications

- Strong communication skills (verbal & written)
- Organized individual with attention to detail and has good time management
- Self-motivated, responsible and has ability to work independently and as part of a team.

Working Conditions:

- Ability to lead a diverse team of volunteers
- Proficient in a variety of computer programs
 - Word - Excel - PowerPoint
- The incumbent will need to provide their own phone and internet access. For printing flight files and related documents BHF provides a laptop (if needed), printers/ink, and paper
- Position requires travel to/from events and meetings and BHF doesn't reimburse for mileage.
- This position is a volunteer, unpaid position requiring a 3-year commitment
 - 2 years as an active Board and 1 year to train new Director in support/advisory role.
- Hours of volunteering vary according to events and flight season.

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