



Volunteer Job Description

Title: Donor Support Volunteer

Key Responsibilities:

*The donor support to the volunteer coordinator will include maintaining contact with 12 current donors throughout the year by email and phone, to schedule drop-offs, mailed donations and inventory discussions, while being responsible for certain storage closets on a monthly basis. *Opportunities are also ongoing, to help the coordinator with booths and special volunteer fair events if the volunteer desires more contact with people and to learn more about supporting our agency!*

Qualifications:

Friendly personality, ability to keep things in confidence. Basic computer literacy and experience working in Microsoft programs including but not limited to Word, Excel, and Access database, "thank you" letter writing, good communication skills, office etiquette and familiarity with office equipment required. (Fax, copy, printer, Desktop PC.) Prefer someone with good handwriting and good verbal/written communication skills. Attention to detail and accuracy required. Editing experience a plus!

Training and Support:

Training and explanation of all tasks one-on-one by coordinator in a sometimes busy office setting. Participation in an orientation and permission to do a criminal background check required. Ongoing communication and support from the coordinator.

Time Commitment:

4 hours of initial training and screening time. Orientation may be held on a Saturday morning. Flexible office hours, preferably one morning per week either on a Tuesday, Thursday or Friday between 9 AM and 2 PM. Work 2 to 4 hour shifts as needed or desired. Flexibility is a must and we will be fine with the volunteer setting their own hours. Some tasks may be completed at home.

Initial Impact:

Children and families who are involved with CYF services and who are at risk of poverty, abuse, neglect, drug addictions and criminal or unsafe behaviors benefit from the volunteer program. Office support for the program coordinator will allow her to provide more consistent and ongoing support to mentors and volunteers, who meet with families and youth.

Sustainable Outcome:

The donor volunteer will feel valued while they are working on these special gifts from amazing groups of people in the community, and will offer much needed, professional support to the staff in our division, through the volunteer program. Working as donor volunteers they can be assured that their impact will improve the quality of programs and the wonderful "gifts of necessity" they help manage that are offered directly to clients.