

SUPPORT SERVICES VOLUNTEER JOB DESCRIPTION

Job Title: Development Dept Administrative Volunteer
Reports to: Development Director
Hours Per Week: Varies — schedule as needed

SUMMARY:

Provide assistance with fundraising projects, such as bulk mailings or tabling events, and other special projects as needed

DUTIES AND RESPONSIBILITIES:

1. Check in with Development Director to get information on current or upcoming projects that need support services (such as tabling events or newsletter mailings)
2. Communicate with Development Director on what was completed, any work that needs to be passed on

REQUIREMENTS:

1. Complete volunteer application and interview
2. Complete SafePlace New Member Training (30 hours)
3. Complete on-the-job training with Development Director
4. Meet regularly with Mentor
5. Participate in annual evaluation process

SKILLS NEEDED:

1. The ability to multi-task and prioritize
2. The ability to work both as a team member and independently
3. Basic computer knowledge (Microsoft Word, use of internet)

COMMITMENT:

1. Minimum of one year in the position
2. Commit to special projects as needed

Volunteer Signature

Date

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