

CARE for Children

Volunteer Job Descriptions

Job Title: General Volunteer **Classification:** Volunteer

Reports to: Program Director

Program Summary: The volunteer program is comprised of individuals willing to donate their time and talent to the efforts of CARE for Children programs and services to strengthen and contribute to the goals of the organization.

Fundraising Volunteer

Fundraising volunteers can have a considerable impact on the programs that CARE delivers by assisting the Development & Marketing Coordinator and other key staff in duties that will help CARE secure the necessary financial resources to support our mission. Fundraising volunteers may help with donor mailings; with the donor database; preparation for special events; and/or staff special events. Volunteers may compile information for newsletters and other agency publications; work on the CARE archives by completing filing, and research. Other general duties may be assigned as needed.

Office Volunteer

Office volunteers can greatly assist staff with the day-to-day operations of CARE for Children by assisting the Community Relations Coordinator and Finance and Office Manager with routine clerical duties. The office volunteer will assist with reception duties; filing, compiling simple statistics, help with mailings; general office organization; and light inventory. The office volunteer may also offer programmatic support by helping with program marketing, supporting CARE's community outreach and safety programs; program preparations; and other general duties as assigned.

Program Volunteers

Program volunteers are essential in helping us achieve our mission of improving the lives of children of all abilities and a vision of a community where children are able to fulfill their own unique potential. Classroom volunteers support teaching staff in a pre-school setting with both children with delays and typically developing students. Recreation program volunteers may help out at adaptive sports clinics; arts and crafts programs or other activities geared for children with disabilities. Community Outreach volunteers help with CARE's disability awareness program, child safety and injury prevention programs through CARE's leadership of Safe Kids McKean County, at health clinics/screenings, or staff family support programs.

Volunteer Duties, Responsibilities, and Requirements:

- Abide by and be familiar with the policies in the Volunteer Handbook.
- Be dependable and eager to assist within chosen area of service.
- Strive to fully understand the responsibilities and tasks associated with chosen area of service.
- Respect others and inform supervisor of any questions or problems which arise during service.
- Be familiar with specific duties of service as instructed by the program supervisor/director.
- Follow agency confidentiality policy with regard to protected health/student/donor information.
- Be a positive ambassador in the community for CARE for Children and supports CARE's mission of improving the lives of children of all abilities.
- Volunteers must be at least 18 years of age or have a parent/guardian permission to participate.
- Volunteers will not work with program participants unless CARE has copies of required clearances.

Volunteer Statement:

I understand the above responsibilities and agree that in the performance of any duties at CARE for Children, I must hold information in confidence.

Volunteer: _____ Date: _____

Executive Director: _____ Date: _____

Board Approved: 10/28/16

Board Updated 7/3/13