

Position Title: Volunteer for Development Department

Reports to: Jeff Tarr, Director of Development

Overview of the position: Help with fundraising and marketing efforts.

Specific Responsibilities:

- Raising public awareness.
- Help with mailings.
- Copying materials.
- Grant Research.
- Assist with fundraising projects and other administrative projects for the development department.

Time Commitment: Flexible, this is an as-needed volunteer opportunity.

Qualifications:

***Age requirements:** Must be at least 16 years of age.

***Skills/education:** Willingness to learn and help others, reliability and good communication skills.

***Experience:** None.

***Training and Screening required:** Orientation plus some additional time with our Director of Development to learn specifics related to job or task.

Benefits to the Volunteer:

Assist the Center raise money to help individuals with Communication disorders, gain social networking opportunities and marketing experience, which are great to include on resume!

I have read the above position description and understand the responsibilities and commitment of the volunteer position. I agree to perform them to the best of my ability.

Volunteer Name: _____ Date: _____

Volunteer Manager: _____ Date: _____