



## VOLUNTEER JOB DESCRIPTION

SPECIAL PROJECT VOLUNTEER	
<b>DESCRIPTION</b>	Special Project Volunteers advance the mission of Boys & Girls Haven by assisting with special events and specific projects on our campus and around the community throughout the calendar year.
<b>ROLES &amp; RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• <b>Special Events:</b> Tasks vary based on the event or project at hand. Examples include:               <ul style="list-style-type: none"> <li>○ Holiday Parties (<i>help organize and execute special holiday themed dinners and events for our youth</i>)</li> <li>○ Youth Enrichment Activities (<i>assist with fun events on campus or in the community</i>)</li> <li>○ Fundraising Events (<i>Trivia Night, Golf Scramble, Oaks Breakfast</i>)</li> </ul> </li> <li>• <b>Skill Based Projects:</b> Volunteers with specific skill sets might organize or host a skill specific event for our youth or to improve our campus or internal processes and functions.</li> <li>• Maintain a high standard of conduct reflecting a professional approach and positive attitude, shown by caring, cooperation, honesty and respect for others.</li> </ul>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Flexibility and willingness to adapt based on situational needs.</li> <li>• Volunteers must be emotionally stable and mature, exhibiting a sincere interest in helping youth develop to their full potential.</li> <li>• Volunteers must not have committed a felony in the last six years or committed a misdemeanor that resulted in imprisonment within the last three years. Other offenses may be considered on a case-by-case basis.</li> </ul>
<b>AVAILABILITY</b>	<ul style="list-style-type: none"> <li>• Flexible. Days and times vary based on the volunteer project. Daytime, evening and weekend hours available on an event-by-event basis.</li> </ul>
<b>TIME COMMITMENT</b>	<ul style="list-style-type: none"> <li>• Volunteer with the agency at least twice per year.</li> </ul>
<b>RELATIONSHIPS</b>	<ul style="list-style-type: none"> <li>• <b>REPORTS TO:</b> Event or project lead.</li> <li>• <b>PARTNERS WITH:</b> Varies by project.</li> </ul>
<b>TRAINING REQUIRED</b>	<ul style="list-style-type: none"> <li>• New Volunteer orientation (offered once a month)</li> <li>• Day-of training generally offered the day of the event.</li> </ul>
<b>BENEFITS</b>	<ul style="list-style-type: none"> <li>• Flexible opportunity to complete volunteer hours in a fun and upbeat environment.</li> <li>• Participate with other community members who are interested in helping young people reach independence.</li> <li>• Gain the satisfaction of helping your community develop more productive citizens.</li> </ul>