

Position Title: Volunteer for Development Department

Reports to: Director of Development

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

Specific Responsibilities:

- ☐ Raising public awareness
- ☐ Help with mailings
- ☐ Copying materials
- ☐ Writing stories for the Newsletters
- ☐ Creating flyers and handouts
- ☐ Grant Research
- ☐ Fundraising

Time Commitment: Flexible, once a week, 2-3 hours. A minimum of 40 hours is required.

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 required:** meet with Director of Development to learn job specifics

Benefits to the Volunteer:

Help 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 Coordinator: _____ Date: _____