



Volunteer Position Description—Sample #1

Position Title: Front Desk Helper

Purpose: The position of Front Desk Helper serves as the receptionist for EveryNonprofit, supporting the organization's mission of treating and finding homes for the unaccounted for animals of Orange County. The Front Desk Helper represents the organization to the public who visit or contact the organization's main offices Monday, Wednesday and Friday from 9 a.m. to 4 p.m.

Location: The Front Desk Helper works in the public reception area of the organization's main office at

566 E. West St., Orange County, CA.

Key Responsibilities:

- The Front Desk Helper answers the main phone line and directs calls
- Greets guests and directs them to shelter offices or locations
- Answers questions about the shelter and provides forms when necessary
- Makes reminder phone calls to other volunteers who are assigned to projects for the following day
- Opens the mail and distributes it
- Records donations that come in and enters them in the database
- Helps prepare bulk mailings
- Prepares correspondence as needed
- Other duties as assigned

Responsible to: Shelly Bloomgren, Assistant Director of EveryNonprofit

Length of Appointment: The Front Desk Helper is assigned to one day per week for a period of three months. After three months, the Front Desk Helper may be reappointed for another three months at the discretion of the supervisor. After six months, the person who is serving as Front Desk Helper may rotate to another position within the agency.

Time Commitment: One day per week (Monday, Wednesday or Friday) for six hours (9 a.m.-12 p.m. and 1-4 p.m.), for a minimum of three months.

Qualifications: Basic knowledge of computer and data entry. Pleasant manner, patience, problem-solving ability, dependability.

Support: Training for this position will be provided. In addition, the Assistant Director will be available for questions and assistance.

Dress Code: Business Casual

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OneOC
1901 E. 4th Street, Suite 100
Santa Ana, CA 92705
www.OneOC.org



Volunteer Position Description—Sample #2

[EveryNonprofit purpose/organization description]

- Position Title:** Nonprofit Program Assistant Intern
- Position Description:** Program Asst. works with EveryNonprofit staff developing communications and helping to plan and execute events and educational programs. Responsibilities include researching, writing, organizing, arranging facilities and catering, and promoting events to members and to the community. Duties will be approximately 70% project oriented and 30% clerical. Clerical duties include working with organizational database, mailings to members, and general assistance.
- Qualifications:**
- Excels at planning, organizing, and prioritizing
 - Demonstrates solid written and verbal communication skills
 - Adapts adroitly to changing circumstances
 - Exhibits energy and enthusiasm and an interest in working in the nonprofit sector
- Hours:** 20-25 hours per week
- Reports To:** Executive Director
- Start Date:** ASAP
- To apply:** Email resume volunteers@EveryNonprofit.org



OneOC: Nonprofit Training Internship

Volunteer Position Description—Sample #3

OneOC's mission accelerates nonprofit success. Training Services provides high-quality professional development, training and leadership development opportunities.

We have an unpaid internship position for a Nonprofit Training Intern, responsible for logistics ensuring successful workshops and seminars. Workshops and leadership events include grant writing, special events planning, meet the media, conversation with grantmakers, and board development.

Position averages 10 to 15 hours per week. Flexible hours to accommodate student worker schedule. Duties include:

- Sending out press releases
- Maintaining registration forms
- Logging participant information into database
- Ordering and preparing refreshments
- Managing materials handouts and VCOC flyers
- Help setting-up and breaking-down conference room
- Ensuring proper accolades and thank-you's go out
- Compiling event evaluations
- Other office duties as assigned

Benefits of position: This is an excellent opportunity for someone thinking about a career in the nonprofit sector or for someone interested in special event planning and/or public relations and marketing. Position allows intern to network with area nonprofit personnel and learn about local nonprofit career opportunities. Fees to workshops will be waived for intern.

To learn more about OneOC's services and trainings visit www.OneOC.org. If interested in this internship, contact Kris Leonor at kleonor@volunteercenter.org.



Volunteer Position Description—Sample #4

VOLUNTEER POSITION: Parent Advisory Council (P.A.C.) Chair

REPORTS TO: Program Committee Chair

GENERAL FUNCTION: To provide leadership on behalf of the Program Committee in matters pertaining to the program development and operations at the Program Centers. The Chair of the Parent Advisory Council (P.A.C.) works with the Program Committee to ensure that the goals stated on the annual Chart of Work re met during the year.

SPECIFIC DUTIES:

1. Attends 100% of the Parent Advisory Council meetings or consult with co-chair to provide volunteer leadership at meeting. Assist with the development of P.A.C. meeting agendas.
2. Ensures that the P.A.C. participates in the evaluation of existing programs and makes recommendations for additional programs based upon need.
3. Ensures the Program Center fundraising projects are met throughout the year.
4. Works with the Program committee developing the Chart of Work for the year.
5. Serves as a resource to the Program Centers by providing support when needed.
6. Works with Program Committee in developing a campaign team for EveryNonprofit’s annual campaign.

DESIRED ATTRIBUTES:

- An interest and commitment to the programs, goals, and objectives of the Program Center.
- Breadth of understanding and tolerance of viewpoints from others.
- Demonstrated energy and enthusiasm for EveryNonprofit programs.
- A desire to give of self for the betterment of the community.
- Program Advisory Chair has a child enrolled in the program in order to keep abreast of the ongoing daily activities at the Program Center.

Volunteer Name (print)

Volunteer Signature

Date

Director Name (print)

Director Signature

Date