

## **JOB DESCRIPTION**

**The Volunteer Associate (Part-time) is responsible for supporting the planning and implementation of the Church Health volunteer program. Partner with Development team to assist delivery of fundraising, recruiting events.**

## **RESPONSIBILITIES**

- Support recruiting and orientation of non-medical and nurse volunteers.
- Assist onboarding all new non-medical volunteers and interns.
- Assist in the training and development of all new volunteers while continuing to support interns/volunteers and staff relations during internship at Church Health.
- Support the collection of volunteer hours and generation of volunteer reports for internal use and for publication.
- Support Christmas card program through ongoing, yearly record/list maintenance and all card related activities from October- January.
- Assist departmental staff in the development of volunteer group projects and creating volunteer positions.

## **QUALIFICATIONS**

- Associate's Degree in Business Administration or other related field from an accredited College or University is preferred.
- Two (2) years of experience in business administration or working with volunteers or students.

## **SPECIAL SKILLS & KNOWLEDGE**

- Knowledge of Microsoft Applications i.e., Excel, Word, and Power Point are strongly preferred.
- Ability to organize and work on multiple tasks simultaneously.
- Excellent written, communication and presentation skills.
- Self-motivated with creative problem-solving skills, and ability to organize and prioritize work and meet critical deadlines.
- Eagerness to work in a team environment.
- Understanding of and commitment to the mission and work of Church Health.