

United Way of the CSRA Volunteer Job Descriptions

Active listening skills and the ability to follow directions are required and appreciated for all volunteer duties.

Administrative Support performs clerical duties such as stuffing envelopes, folding letters, sorting and labeling documents for large mailings. The need for support in this manner is especially great during our fundraising season, August - December. We may call on you to prepare large quantities of materials for distribution to some of the larger employers in the area or cover the switchboard at our front desk. Many of these tasks are group efforts... so mingle while you volunteer.

Requirement: *active listening skills and the ability to follow direction, Monday-Friday.*

Special Events is for the person who enjoys the creative process. We call on you to help us with the preparation of our community events...everything from creating decorative items to decorating a venue. Some of our events include our annual Campaign Kickoff, Annual Meeting, and Stuff- the- Bus school supply drive. During our campaign season, August – December, we occasionally call on our volunteers to help out at fairs, fundraising efforts, and company events. This is usually a group volunteer opportunity. Enjoy the event and make friends! **Requirement:** *some walking/standing is involved, Monday–Friday and occasional weekends.*

Citizens Review Panel requires panels of volunteers to visit our partner agencies, meet with agency representatives, and evaluate the programs funded by United Way of the CSRA. In addition, each program's outcomes are reviewed to determine the impact of the program on the community. This citizen's review process assures United Way contributors that their donations are invested in programs that work efficiently to meet the needs of the community. **Requirements:** *time commitment for meetings, training, and site visits, Monday-Friday. If interested, you will be notified of the process in late winter.*

Phone Calls are made throughout the year to individuals or companies. Scripts are provided. **Requirements:** *Must have exceptional telephone manners, and good listening skills, along with a smile in your voice, Monday-Friday.*

Auditors are needed to verify pledge donations during campaign season. **Requirements:** *ability to use an adding machine, Monday-Friday.*

**To become a volunteer, please contact
Martina Wilson at 706-922-8931**

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