

<b>Job Title:</b> Volunteer – Fund Raising Coordinator	<b>Date:</b> 2010/2011
<b>Organization Name:</b> Boys & Girls Club of Sparta	
<b>Contact Information:</b> Wendy Franke, Executive Director	
<b>Major Objectives:</b>	
<ul style="list-style-type: none"> <li>Assist the Boys &amp; Girls Club of Sparta with implementing fund raising plans.</li> </ul>	
<b>Duties &amp; Responsibilities:</b>	
<p>The individual in this position will be responsible for performing various volunteer coordinator duties including, but not limited to:</p> <ul style="list-style-type: none"> <li>Identifying the Club's fund raising needs and implementing a resource development plan to fulfill those needs.</li> <li>Entering weekly updates to the donor database.</li> <li>Assisting the marketing coordinator with creating fund raising marketing pieces to be distributed to current and potential donors as well as information for fund raising events.</li> <li>Enter information and maintain an up-to-date and accurate donor database of information.</li> <li>Attending event committee and marketing committee meetings.</li> <li>Training other fund raising volunteers.</li> <li>Assisting with donor appreciation plans and implementation of those plans such as donor thank you calls and notes.</li> </ul>	
<b>Qualifications &amp; Requirements:</b>	
<ul style="list-style-type: none"> <li>Computer experience is essential.</li> <li>Volunteers must be comfortable dealing with our culturally diverse population.</li> <li>Volunteers must be comfortable taking instructions and following directions closely.</li> <li>Client dignity is very important. Clients are to be treated with respect at all times.</li> <li>Ability to maintain strict confidentiality.</li> <li>Good organization and attention to detail.</li> <li>Volunteers must fill out a volunteer application.</li> <li>Volunteers must fill out a background check form if 18 years of age or older.</li> <li>Volunteers must be a registered Boys &amp; Girls Club member if 18 years old and younger.</li> </ul>	
<b>Orientation &amp; Training:</b>	
<ul style="list-style-type: none"> <li>Volunteers will receive on the job training for this position.</li> <li>Volunteers will be trained on the different databases.</li> <li>Volunteers may also be cross trained in other areas.</li> </ul>	
<b>Times Needed &amp; Places of Work:</b>	
Times are negotiable and can be worked out between the Club's Executive Director and the volunteer coordinator upon appointment to the position.	
<b>Commitment Required:</b>	
This is a volunteer position that is critical for day-to-day operations at the Boys & Girls Club of Sparta. We request that volunteers are available to work at least one 2 hour shift each week, but scheduling is flexible.	
<b>Benefits:</b>	
<ul style="list-style-type: none"> <li>Great feeling of satisfaction and knowing you have helped others.</li> <li>Wonderful way to build a resume as well as gain references and network.</li> <li>Receive free training and work experience.</li> <li>Great opportunity to meet other volunteers and community members.</li> <li>Build social skills as well as learn to work in an office environment.</li> </ul>	