



Volunteer Management Support

2019 Volunteer Job Description

Position Title	Volunteer Administrator
Immediate Supervisor	Katie Bakken, Program Coordinator (katie@friendsoffishcreek.org)
Description	Volunteer Administrators are trained in specific tasks to be done regularly in-office to help staff keep the <i>MyVolunteerPage</i> system current and up-to-date.
Overall Role of Volunteer Management Support Volunteers	Volunteer Management Support volunteers sign up for in -office shifts to enter new data in <i>MyVolunteerPage</i> , such as volunteer hours, updating qualifications and contact information.
Desired Outcome	A current and up-to-date online volunteer management system.
Tasks & Responsibilities	<ul style="list-style-type: none"> • Sign up for in-office shifts using <i>MyVolunteerPage</i> • Work with the guidance of Friends staff • Keep all documents organized and in-office • Ask questions when Friends • Maintain privacy and confidentiality of information encountered
Requirements	<ul style="list-style-type: none"> • Sign and submit Friends of Fish Creek Volunteer Agreement • Acknowledge Friends of Fish Creek Volunteer Handbook on MVP profile • Experience with/desire to learn to use online software • Good typing skills • Ability to work as part of a team; volunteers in this program work closely with staff • Able to get to the Friends of Fish Creek office reliably
Time Commitment	<ul style="list-style-type: none"> • One or two 1-2hr shifts per month
Training	<ul style="list-style-type: none"> • Training provided and ongoing staff support and guidance available • User manual available as reference
Reporting	<ul style="list-style-type: none"> • Maintain open communication with staff during shifts; requesting assistance when needed and as issues arise
Evaluation	Ongoing. Volunteers will have opportunity to evaluate the program and the organization as well via the Friends' end-of-season Volunteer Experience Survey.
Benefits	<ul style="list-style-type: none"> • Involvement in the community, meet new people • Receive Voice of the Friends newsletter to stay informed about upcoming events • Development of computer/IT skills • Invitation to participate in optional First Aid training • Stay informed about upcoming events and happenings in Fish Creek • Invitation to Volunteer Appreciation Events, potential awards
Revised Dec. 17, 2018	