

VOLUNTEER JOB DESCRIPTIONS

___ **1) Member of SAAF's Board of Directors** – Volunteer board members share their fundraising, financial, or other expertise/skills through monthly board meetings, task force/committee meetings. A commitment of 2 years is requested from volunteers on the Board of Directors.

___ **2) Buddy Program** – After being matched with a client, provide a minimum of two hours a week of companionship and caring. Buddies may also run errands and perform other services that the client requests. A commitment of six months is requested from volunteers in the Buddy Program.

___ **3) Helper** - Volunteer Helper duties are similar to those of the Buddy Program but helpers are not assigned to a particular client. Instead, they function in an “on call” capacity to run errands and perform other services as requested by clients or nurses.

___ **4) Office/Clerical** - Assist various office personnel with duties such as telephone switchboard, word processing and data entry, filing, copying and collating and mailing correspondence.

___ **5) Special Events/Fundraising** – Participate in special events/fund raising activities sponsored by SAAF such as the Walk For Life and the Webb, as well as activities sponsored by other organizations that donate money to SAAF such as the SALGA Pride Picnic and Cornyation. Help organize and publicize special events such as banquets and recognition ceremonies and community awareness activities. Duties include ticket taking, set up and clean up, working food and drink booths and providing directions to event participants.

___ **6) Kitchen** – Assist staff in the kitchen and dining area with food preparation, serving and clean up. Requires additional training by the dietary department.

___ **7) Maintenance** - Provide or assist in providing facility maintenance services such as painting, plumbing and carpentry as well as janitorial services.

___ **8) Client Events** - Organize client events such as monthly birthday parties, pizza, banana split parties, picnics in the park, field trips, movie nights and other entertainment functions. Additionally, volunteers are needed to help with holiday events such as the Christmas Party, Easter Brunch and Thanksgiving Dinner.

___ **9) Health Fairs** - Work informational booths at health fairs sponsored by schools, businesses, etc. Duties include preparation of red ribbons prior to the event for distribution, setting up the booth, handing out literature, answering basic questions and providing phone number referrals for AIDS information.

___ **10) Client Donations** – Maintain the room with donated goods. Sort through and organize donated clothing to be distributed to clients throughout the year.

___ **12) Gardening** - Volunteers with gardening and landscaping skills are needed to plant and maintain exterior gardens as well as indoor pots of the facility.

___ **13) Hair Styling** - Professional hairdressers are needed to cut and style clients' hair. Stylist must provide a current license to the Volunteer Department and have it on display while working at SAAF.

___ **14) Computer Support** - Volunteer computer technicians are occasionally needed to provide technical and mechanical services on the SAAF computers. Volunteer Webmasters needed to maintain and update the Foundation's website. Volunteers needed to build data bases for fundraising.

___ **15) Massage** - Professional massage therapists are needed to provide therapeutic massage to SAAF clients. Proof of licensure is required and must be provided to both the Volunteer Department and Nursing.

___ **16) Newsletter** - Help with the production of the SAAF Newsletter by providing articles for publication, editing copy, and formatting, and emailing the finished product.

I have agreed to provide volunteer assistance in the job(s) indicated above. A copy of this agreement will be kept in my volunteer file

Volunteer Signature

Date