

## Volunteer Position Description

*This form should be used by SSCHC staff to request volunteers, assist with recruitment and successful match, and inform volunteers of their duties.*

Position Title: Grant Researching and Writing    Department: Healthy Choices

Direct Site Supervisor: Tatiana Maida                      Location: Chavez

Number of Volunteers Requested: 1

Would you like to interview candidate yourself?     Yes

Can this position be filled by Service Learning Students?     Yes  
*Service Learning students typically commit to 10-30 hours over one semester (approximately 4 months).*

### Purpose for Volunteer Assignment:

The grant researching and writing position will provide critical support in helping secure funding for the Healthy Choices program. The volunteer will be asked to research and find potential grant and funding opportunities, as well as assist in writing and drafting grant proposals.

### Time Commitment:

Healthy Choices will work to meet volunteer's availability.

- Special Project
- Ongoing opportunity

### Duties:

- Research and collect grant opportunities available to the Healthy Choices Program through foundations and grant-making organizations
- Assist in drafting grant proposals

If volunteer will have direct patient contact, a PPD (TB) test is required at no cost to the volunteer. In addition, volunteer must provide proof of MMR, TDap, and varicella vaccinations. Will volunteer have direct patient contact and require PPD test?     No

### Qualifications:

- Excellent research and analytical skills
- Superior communication and writing abilities
- Experience in grant writing and non-profit work a plus
- Ability to work in Microsoft Office, particularly Word and Excel

Is a background check required for this position?     No

Benefits to the volunteer:

This position offers firsthand experience in non-profit management and grant writing. The volunteer will gain knowledge of different types of foundations and grant-making organizations, as well as the grant proposal process. The volunteer will also have the opportunity to apply and hone their research, critical thinking, and communication skills.

Prepared By: Eduardo Castro/Tatiana Maida

Date: 3/2/15

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For office use only:

Volunteer needs:  Computer access: Microsoft Word/Excel