

Response to Love Center

Job Description of IVC Volunteer

- Assist in normal, everyday operations at the Center
- Assist in phone, filing, clerical and data entry
- Availability in the absence of office personnel
- Assist in event planning
- Flexibility in Office and Center where help is needed
- Seek out and research sources of financial support from Corporations, Foundations and other avenues of revenue
- Prepare grant requests
- Prepare and provide reports as required by grant guidelines, including funding and measurable results
- Provide in house tours of the Center for interested donors

Skills for the IVC Volunteer

- Share spirituality in ministry and service/prayerfulness and compassion
- Develop the spirit of team ministry/sharing with staff, volunteers
- Treat the staff, volunteers and clients with respect and kindness
- Get along with staff, volunteers, donors and clients
- Patience during the busy and unexpected experiences at the Center
- Be conscious and aware of the Mission at the Center
- Cooperate with the present guidelines and procedures of the structure in the Center
- Maintain confidentiality
- Ability to meet deadlines
- Skills in management
- Skills in Microsoft Office