

TITLE: Development Database Volunteer

REPORTS TO: Development Coordinator



Our donor databases volunteer provides crucial support in helping maintain our 19 programs serving youth.

QUALIFICATIONS

- Must be able to pass background checks for Community Youth Services
- Basic typing (around 40 wpm), math and computer skills.
- Must be flexible, patient, non-judgmental, supportive, respectful
- Must have a sense of teamwork, and good communication skills.
- Must possess awareness and sensitivity towards different cultural backgrounds,
- Must understand the importance of boundaries and agree to abide by the CYS code of confidentiality.

RESPONSIBILITIES

- Records value of all donated items into the Donation Management system for development use.

TIME REQUIRED

- Flexible, can be worked around individual schedules
- Time commitment is about six hours per month and could be split up

BENEFITS

- To know that you're sharing your skills and knowledge in a way that will benefit CYS, ultimately helping a young person.
- The opportunity to give back to your community in a positive way.
- Chance to learn more about donor database management systems.

TO APPLY

E-mail completed CYS Volunteer application to hr@communityyouthservices.org. Please reference 'Development Database' in subject line.