



## Skills-Based Volunteer Job Description

### EXAMPLE



#### **ORGANIZATION NAME & SUMMARY:**

The **Fuel Fund of Maryland** provides resources to vulnerable Maryland families for heat and home utility needs. Our donors, board and staff support and advocate collaborative funding and services that ensure affordable energy to families that must overcome hardship caused by poverty and assist these families to meet their human needs.

#### **VOLUNTEER TITLE:**

Speakers Bureau Member

#### **SKILLS CATEGORY:**

Advertising/PR

#### **MAJOR GOAL OF THIS PROJECT:**

Engage with community members to increase awareness of Fuel Fund of Maryland's resources during the winter of 2010.

#### **VOLUNTEER SUPERVISOR:**

Danielle Phelps, Volunteer Manager

#### **QUALIFICATIONS:**

##### **REQUIRED:**

1. Ability to motivate, lead and communicate effectively with community members
2. Enthusiasm and confidence in public speaking
3. Knowledge of human rights advocacy
4. Self-starter and quick learner

##### **PREFERRED:**

1. Adult education experience
2. Fundraising experience
3. Knowledge and experience working for or with nonprofit organizations

#### **MAIN DUTIES:**

1. Become aware of the Fuel Fund of Maryland mission and advocacy objectives
2. Articulate mission statement at advocacy events
3. Act as a liaison between the organization and the community
4. Report progress and success to Supervisor after events and programs

#### **PROJECT LENGTH:**

Approximately three months

#### **HOURS PER MONTH REQUESTED:**

4-8 hours