

## **Position Description: Program Volunteer**

Revised: 5/15/20

### Summary of Position / Key Duties

The Program Volunteer in an unpaid position that assists the Programs Department to develop and coordinate our fundraisers and JASH member programs. Major fundraisers include the annual Golf Tournament in the spring and our Annual Dinner in the fall. Major programs include lunch and breakfast programs, networking events, and various other programs.

Responsibilities include assisting the Director of Membership & Programs with copying, filing, phone, and email messages and may include assisting with website updates, logistical arrangements for specific fundraising events and programs, budgeting, preparing notices, press releases, and corresponding with speakers and completing post-program duties and evaluation. This position is also responsible for assisting the Director of Membership & Programs with other JASH duties and programs as assigned by the Director of Membership & Programs, President, or the Vice President.

### Reporting

This position reports to the Director of Membership and Programs.

### Desired Skills and Experience

Prior program-assistance experience is preferred but not required. Candidate must be flexible and have ability to do multi-tasking. Computer skills with experience working with Microsoft Word, Excel, and Outlook would be helpful.

Japanese language ability is a plus, but not required.

Occasional heavy lifting (up to approximately 30 lbs.) may be required.

Activities and program may extend beyond the normal work hours of Monday to Friday, 8am-4:30pm.

### Benefits

Bus fare or parking fee reimbursement while volunteering available if desired.

### Salary

None; Unpaid volunteer position

### Hour Requirements

Ideally, a minimum 6 hours per week. Anytime Monday – Friday, 8am – 4pm however, we also have short-term episodic volunteer opportunities available. Please contact the JASH office at [lfrisbie@jashawaii.org](mailto:lfrisbie@jashawaii.org) or phone (808) 524-4450 for more information