

Job Title: Member Support Volunteer
Reports To: Administrative Director
Date Updated: 7/11/23

For more information visit our website:
www.cac-sc.org

SUMMARY

The Member Support Volunteer will report to the Administrative Director and work with SCNCAC staff to provide support to member Children's Advocacy Centers in South Carolina. Specific tasks will be assigned by the Administrative Director. The Member Support Volunteer represents SCNCAC to member CAC representatives and the public who may visit or call the SCNCAC office.

MAJOR RESPONSIBILITIES include the following: *Other duties may be assigned.*

- Answers phones, voice mail, and directs to appropriate staff.
- Proofreads training and newsletter documents.
- Aids in preparation and distribution of training and meeting materials.
- Assists with setup and onsite registration at various training and events.
- Maintains accurate records on volunteer time worked and activities conducted.

REQUIREMENTS include the following:

- Basic knowledge of computer and data entry.
- Pleasant manner, patience, problem-solving ability, dependable.

LENGTH OF APPOINTMENT

A Commitment of 6 months is requested of volunteers and the volunteer appointment is for 6 months. After 6 months, additional 6-month appointments may be made at the discretion of the Administrative Director. The volunteer appointment may be terminated at any time by the Executive Director or Administrative Director.

TIME COMMITMENT/TRAINING/LOCATION

1 to 2 hours per week. On-going support and training are provided by SCNCAC staff. The worksite location is the SCNCAC offices in downtown Columbia, South Carolina, however remote work may be allowed.

SUPERVISION

Supervision is provided by the SCNCAC Administrative Director.

The selected candidate must successfully complete a comprehensive background screening process.

SCNCAC is an Equal Opportunity Employer

Volunteer applications are only accepted online at <https://www.cac-sc.org/careers>.