



USA Mesa, AZ General Purpose Volunteer Job Description

We are searching for a reliable and trustworthy volunteer to join our organization. The volunteer's responsibilities include completing tasks assigned by the supervisor, upholding the organization's values, and maintaining a high degree of professionalism with all stakeholders. You should arrive on time, follow instructions, and improve the overall operations of the organization.

To be successful as a volunteer, you should demonstrate active listening and problem-solving skills. Outstanding volunteers should be diligent, meticulous, and take pride in their work.

Reports to: An assigned staff member of the US National team

Works closely with: Other staff members, missionary families, and volunteers

Volunteer Responsibilities:

- Understand your role and responsibilities as well as the rules and safety regulations of the organization
- Complete the relevant training and ask questions if you are uncertain about anything
- Complete all duties assigned by the supervisor and report any issues immediately
- Observe the rules and safety regulations of the organization while carrying out tasks
- Arrive on time for duty and remain professional in your interactions with all staff, supporters, and other volunteers
- Make recommendations for improvement where feasible and appropriate.
- Deliver presentations or reports if necessary
- Communicate with the supervisor when you are running late or unable to fulfill your duties

Volunteer Requirements:

- Completion of relevant training might be required
- A willingness to learn and work as part of a team
- A high degree of professionalism and the ability to follow instructions
- Respect and diligence
- Good time management and reliable transport
- A personable manner