



Job Description

U.S. General Purpose Volunteer

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:

- Understanding your role and responsibilities as well as the rules and safety regulations of the organization.
- Completing the relevant training and asking questions if you are uncertain about anything.
- Completing all duties assigned by the supervisor and reporting any issues immediately.
- Observing the rules and safety regulations of the organization while carrying out tasks.
- Arriving on time for duty and remaining professional in your interactions with all staff, supporters, and other volunteers.
- Making recommendations for improvement where feasible and appropriate.
- Delivering presentations or reports if necessary.
- Communicating with the supervisor or 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.