

## **Volunteer Job Description**

**Position Title:** AFAP Planning Committee Member

**Supervisor:** AFAP Program Manager

**Duties:**

- Choose a planning team which interests you
- Each month, accomplish the activities listed for that team (approx. 2-4 per month)
- If unable to accomplish the activity, notify the AFAP Program Manager ASAP
- Update AFAP program Manager on progress at least every 2 weeks.
- Record and submit volunteer hours to AFAP Program Manager

**Qualifications:**

- Know or be interested in learning about the AFAP process
- Be self motivated
- Be a team player

**Time Required:**

- 4-6 hours per month total
- Work from home or in the office as required by task
- 1 hour committee meeting/month

**Term:**

- 6 months

**Training required:**

- None required
- AFAP position training available
- Meeting and Workshop management training available

**Benefits:**

- Childcare reimbursement (when available)
- Be a member of a highly motivated quality of life team
- Opportunity to help facilitate the AFAP process
- Opportunity to meet community leaders
- Letter of Recommendation for volunteer file