



Child & Family Services

of Northwestern Michigan

Support in times of crisis, challenge, and life transition



Volunteer Position Description Office Projects Volunteer

Volunteers are an important link to our community and are integral to our mission and the important work that we do in northern Michigan. We strive to provide meaningful volunteer opportunities by offering a variety of experiences that can make a positive contribution to our organization and our community.

Goals of Position

To learn about our organization and become ambassadors of CFS by supporting staff with ongoing office projects.

Key Responsibilities

- Take inventory of donations and supplies
- Compile emergency duffle bags and backpacks
- Organization of donations
- Office clean up (inside and out)

Location

CFS Office: 3785 Veterans Drive | TC, MI | 49684

Skills and Qualifications

- Comfortable working and communicating with others in a professional office setting
- Must maintain confidentiality of sensitive information
- Pleasant demeanor and positive attitude
- May involve tasks where light lifting is required

Training and screening

- Completes Volunteer Interest Form
- Agrees to and signs the CFS Confidentiality Agreement
- All other training is on an as needed bases based on the task

Time Commitment

Case by case, determined by the volunteer and Volunteer Coordinator, and scheduled in advance

Supervision and Support

Volunteer Coordinator, Kendra Luta

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Our mission is to support the safety and well-being of children, youth, adults, and families during times of crisis, challenge, and life transition.