

**Rogue Valley Family YMCA**  
**VOLUNTEER POSITION DESCRIPTION**

**POSITION TITLE:** FA Data Organizer  
**DEPARTMENT:** Membership  
**REPORTS TO:** Membership Coordinator  
**AGE REQUIREMENT:** at least 18 years of age

**TERM OF POSITION:** Ongoing  
**DAYS/HOURS OF POSITION:** flexible days and hours between 8:00 a.m. to 5:00 p.m., M-F, total time spent of 2-5 hours per week

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**General Function**

The volunteer will ensure that the YMCA Financial Assistance process runs smoothly. They will ensure that all demographics are captured and that scheduled appointments paperwork is pulled and waiting for the financial assistance counselors in their boxes. This applicant will also be responsible for entering and purging expired paperwork.

**Know How**

The volunteer must be literate in both Microsoft Excel & Word software programs. They will possess a high level of organization and alphabetically file paperwork accurately. They will be self motivated and possess friendly customer service skills.

**Position Segments**

- Scheduling financial assistance appointments with counselors
- Pulling files for appointments
- Entering demographics data into program
- Entering expired paperwork data
- Organizing & filing of paperwork
- Tracking incomplete paperwork
- Cross train as a substitute counselor

**I have read this position description and understand its contents.**

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*Signature of volunteer*

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*date*