

**Rogue Valley Family YMCA
VOLUNTEER POSITION DESCRIPTION**

POSITION TITLE: Grant Writing Assistant
DEPARTMENT: Financial Development
REPORTS TO: Development Director

TERM OF POSITION: temporary or ongoing
DAYS/HOURS OF POSITION: flexible
AGE REQUIREMENT: at least 18 years of age

General Function

Volunteer will assist development director in obtaining funding from grant sources through preparing grant applications and narratives. Grant Writing Assistant helps the Rogue Valley Family YMCA fulfill mission driven programs thereby accomplishing the charitable work of the YMCA.

Know How

- Must be at least 18 years old
- Must be pursuing a bachelor's degree in technical writing, non-profit management, or related field of study
- Must possess strong writing and communication skills demonstrable through work sample
- Must be competent with basic computer skills including Microsoft Word and have the ability to work from home or off-site

Position Segments

- Research funding sources
- Work with development director to outline project
- Complete grant application and write grant narrative independently
- Communicate frequently with development director on progress and to receive direction
- Must attend at least one board meeting during term of service
- Volunteer may be required to meet with other staff for project insight

I have read this position description and understand its contents.

Signature of volunteer

date