



## Marketing & Fundraising Volunteer Job Description

**Supervised by:** Volunteer Coordinator

**Interrelationships:** Office Staff, Community Members, Other Volunteers

**Job Summary:** Provide support for fundraising activities, help raise Hospice awareness in the community and educate the general public

**Qualifications:**

Previous Experience Not Required

**Training/Licensure:** Must have received a two-hour training overview of Hospice

**Knowledge/Skills/Ability:** Must be able to perform as a team member, having the ability to work with and relate well to others. Must be willing to work with others regardless of race, color, social economic status, or creed; respecting their beliefs and philosophy without imposing personal value system.

**Physical Requirements:** If you cannot lift boxes, bend, stoop or have problems with hand movements please let your supervisor know.

**Mental Requirements:** Must be able to work with other volunteers and be able to follow detailed instructions.

I have read the above job description and understand the duties and responsibilities associated with the position. I can perform the essential functions of this position without specific accommodations.

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**Volunteer's Signature**

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**Date**

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**Volunteer Coordinator's Signature**

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**Date**