



VOLUNTEER/INTERN POSITION DESCRIPTION

PROGRAM: Community Care Services - Grant Writing

POSITION REPORTS TO: Grant Writer

DESCRIPTION DONE BY: Suzanne Gaspar

POSITION TITLE: Community Care Services - Grant Writing Volunteer/Intern

The grant writer researchs and writes grants to provide necessary funding for the diverse programs of Community Care Services. These programs are located in Southeastern Massachusetts, Rhode Island and Connecticut.

QUALIFICATIONS (Education and Experience)

- Proficiency in administrative tasks
- Organizational skills
- Strong attention to detail
- Excellent communication skills
- Experience with Microsoft Office, including Word and Excel (desired)
- Ability to promote a caring and respectful attitude toward clients, staff and other volunteers, respecting privacy and confidentiality

Community Care Services seeks to find the best volunteer/intern for an available position. The agency does not discriminate with regard to gender, marital status, pregnancy, sex, color, race, age, national origin, ancestry, religion, or creed, physical or mental disability, sexual orientation, gender identity/expression, genetics, military or Veteran's status, political beliefs or other protected status.

Volunteers with applicable experience, and candidates pursuing internships for degrees in communications, marketing, and administrative services are encouraged to apply.

PRINCIPLE ACCOUNTABILITIES

General Responsibilities:

- Dress appropriately and be punctual
- Notify your supervisor if you are unable to keep your schedule.
- Keep a record of your service hours
- Follow the agency's Confidentiality Policy

Specific Responsibilities:

- File and organize grant documents
- Assist with grant application assembly
- Research and document potential grant opportunities as directed
- Assist with gathering local and regional demographics
- Research programmatic best practices for populations served
- Other duties as assigned

OTHER RELATED RESPONSIBILITIES

Interns and long-term volunteers (performing a total of more than 20 hours of service) at Community Care Services complete an intake and orientation that includes Criminal Offender Record Information (CORI) clearance, reference check, Occupational Safety and Health Administration (OSHA) training (annually), and information on Community Care Services' mission, philosophy, goals and general policies.

Interns and Volunteers are encouraged to attend additional training, including First Aid and CPR – this training is our gift to you.

WORKING CONDITIONS

The Grant Writing department is located at Community Care Services' Administrative Offices, 70 Main Street; Taunton, MA 02780

AGENCY SUMMARY:

Community Care Services is a non-profit 501(c)(3) human services agency. Its mission is to maximize the potential inherent in individuals, families and communities. The agency provides a range of social services throughout Southeastern Massachusetts, and parts of Rhode Island and Connecticut, serving over 8,000 individuals each year.

It employs over 430 employees and utilizes 250 volunteers and interns. The agency provides a variety of volunteer opportunities, based on individual interests and skills.

Please visit the CCS website at www.communitycareservices.org. On the "Home" page, type **volunteer** in the search bar. This will link you to the agency's Volunteer & Intern website for additional information and application paperwork.

Choosing to volunteer at one of Community Care Services' programs signifies that you are a generous and caring person. In appreciation of your contributions, you will receive excellent supervision and support, and will be treated as a team member.

Contact:

Suzanne Gaspar, Grant Writer
508-821-7777, Ext. 276
sgaspar@communitycareservices.org