



Title	Grant Volunteer	Status	Volunteer Position
Supervisor	Grant Development Manager	Date Implemented	
Locations	Wichita office, 4505 E. 47 th St. So.	Date Evaluated	

Summary

To assist Youthville development staff with one or more grant development activities including internet research, writing, compiling support documents, assembling grant application and training packets, documenting activities, etc.

Level of Client Interaction

Low – No direct interaction; but may have incidental contact.

Essential Functions

____ 20% **Internet Research**

- Research grant opportunities using Foundation Search software and basic search engine techniques
- Research publicly available demographic, and other social welfare related information.

____ 20% **Writing Grant applications**

- Write portions of or a complete grant application depending upon skill and desire of volunteer.

____ 10% **Compiling support documents for grant applications**

- Assemble and track required supporting documents for individual grant applications.

____ 30% **Office assistance**

- Work with support staff for the successful completion of various office projects.
- Learn and use office phone system.
- Complete projects as assigned.
- Assist with grant training materials and packets for Youthville staff.

____ 20% **Database documentation**

- Learn to enter data in Raisers Edge software to document grant activities.

Knowledge, Skills, Abilities

____ **Self Management**

- Be mature and responsible.
- Must respect confidentiality.
- Take initiative to meet training requirements.
- Meet scheduling commitments.
- Be capable to follow directions and read necessary instruction with limited supervision.
- Basic understanding of office procedures will be helpful.
- Courteous phone manners.
- Must agree with the Youthville confidentiality requirements, drug-free requirements, and child abuse requirements.

- Able to support the mission, philosophies, goals, and objectives of Youthville.

Achieving Results

- Understand and operate within policy, rules, and regulations.
- Anticipates and prevents problems.
- Complete projects as assigned.

Interpersonal Skills

- Provides assistance, cooperation, and support to others.
- Have a cooperative teamwork attitude with others.

Communication

- Ensures that others involved in a project or effort are kept well informed.
- Keeps supervisor informed about progress and problems.
- Above-average writing skills helpful.
- Basic computer and internet knowledge.

Physical Requirements

Office setting, possible computer work.

Commitment

A six-month minimum is preferred.

Hours and location arranged individually.