



# Volunteer Description - COMMITTEE MEMBER

**Job Title:** Committee Member

**Work Location:** Remote and onsite for meetings

**Reports to:** Committee Chair

## Job Description

As a member of a Jacksonville Community Center (JCC) committee you will work to ensure the Center continues to meet the needs of the community by offering your talents, dedication and enthusiasm. You will be working on a team, so a positive, respectful, working-together temperament is required. Your professionalism in communication, completing actions items and showing up on time to meetings will be appreciated. The purpose of this volunteer position is to share the workload and contribute to the success of Jacksonville Community Center (JCC).

## Responsibilities and Duties

- Fill out brief application and volunteer agreement
- Attend monthly committee meetings
- Prepare for committee meetings by reviewing the agenda, brainstorming ideas and preparing reports
- Complete any action items by the required date
- Understand your role and responsibilities and ask questions if you are uncertain about anything
- Keep a respectful demeanor when interacting with other committee members
- Communicate with the committee leader if your are unable to fulfill your duties or if you are running late for a meeting

## Commitment Expected/FAQs

How many hours each day/month/year? *5 per month, varies by role*

What are the times that this position is available for? *Flexible, 3 month minimum time commitment*

What are the expectations in terms of duration of the role overall, the number of hours needed, or duration and frequency of shifts? *3 month minimum time commitment - 5 hours per month including monthly meeting*

## Qualifications & Requirements

- Enthusiasm for JCC
- Experience working with others
- Willingness to volunteer for roles/tasks

## What rating does this assignment have in these areas? Scale from 1-5 : 1 low- 5 high:

Solo Work	1	2	3	④	5	Collaboration
No Computer Skills	①	2	3	4	5	Highly Computer Literate
All at home	1	②	3	4	5	On site
Administrative	1	2	③	4	5	People-Oriented

**Training:** Requirements found in “JCC Program Policy and Procedures Manual”

## Benefits to Volunteer:

- Healthy collaboration with community members
- Satisfaction of being a part of a team offering community enrichment

**Application:** Fill out a volunteer application, and background check. Call (541)702-2585 for more information.

[jacksonvillecommunitycenter.org](http://jacksonvillecommunitycenter.org)

**Email:** [info@jacksonvillecommunitycenter.org](mailto:info@jacksonvillecommunitycenter.org)

**Phone:** (541) 702-2585

**Physical Address:** 160 E Main St Jacksonville, OR 97530

**Mailing Address:** PO Box 1435