



## **Volunteer Position Description**

**Position:** Resource Development and Volunteer Coordinator Internship

*Goal: To assist the United Way of the Tri-Valley Area meet its mission to improve people's lives by focusing the caring capacity of our communities.*

Specifically, this 450 hour position will entail:

- Researching and writing grants that support the United Way's efforts to address basic needs, including fuel, food, and shelter.
- Assisting with the coordination of the Warming Centers in the region in collaboration with Farmington Area Ecumenical Ministry, Wilton Ecumenical Ministry, and United Methodist Economic Ministry. Duties may include:
  - Volunteering at the Warming Centers during scheduled hours
  - Coordinating activity program for the Farmington Warming Center
  - Recruiting volunteers and participants.
- Coordinating the Community Energy Challenge to capitalize on its successful launch in the fall of 2009.

Measurable Outcomes will be:

- Identify at least three grant sources that would support the work currently being conducted in the community around addressing basic needs.
- Write at least one grant in excess of \$20,000 that seeks support for collaborative efforts that address United Way's priorities. Funding will go to the United Way of the Tri-Valley Area for allocation to area initiatives.
- Work collaboratively with volunteers to operate three Warming Centers that will be open consistently in January, February and March in Farmington, Wilton, and Salem. At least 40 volunteers will be engaged and an average of 25 people will attend each day the Warming Center is open.
- Offer at least 20 physical fitness and arts and crafts programs during the Farmington Warming Center's three months of operation.
- Volunteer at least 8 hours a week at the Farmington Warming Center; visit Wilton and Salem Warming Centers at least once a month.
- Complete Phase I of the Community Energy Challenge, which entails engaging volunteers to measure, build and install interior storm window panels in 25 homes.
- Continue Phase II of the Community Energy Challenge which entails engaging volunteers to measure and install at least 125 interior storm window panels being supplied by MaineHousing through the Keep ME Warm program.

**Dates of service:** Spring, 2010, specific dates to be determined