



40-Hour Student Volunteer Job Description

The CAN Council Great Lakes Bay Region's mission is to "build communities where children are free from abuse and neglect." This is being achieved through innovative programming, comprehensive services, and effective collaborations enriching generations to come.

This is an ideal experience for those pursuing a career in Public Administration, Health Science, Public Health, or Social Work although we welcome all interested and qualified applicants.

The 40-hour student volunteer would be a floating member of the CAN Council team reporting to the Volunteer Coordinator. Assisting with all efforts related to programs and services provided by the CAN Council.

This position is open to all undergraduate and graduate students. Experience with working or volunteering with a non-profit is preferred, but not required (as position offers on-site training). To be a successful Student Volunteer, you need to be passionate about serving your community, have the ability to balance multiple responsibilities in an organized fashion, and have a willingness to try new things.

Responsibilities:

- Collaborate with staff to complete specific CAN projects
- Provide General Administrative Support (*greeting customers, answering phones, filing, etc.*)
- Assist with program tasks as needed (Child Abuse Prevention Education (CAPE), Court Appointed Special Advocate (CASA), and Children's Advocacy Center (CAC))

Other Opportunities:

- Pinwheels for Prevention Committee Member (*February – May*)
- CANbassador (*represent the CAN Council at outreach events*)
- Special Event Volunteer (*assist with pre-event and day of logistics*)
- 50/50 Raffle Seller at Saginaw Spirit Hockey Game (*February – March*)

Requirements:

- 18 years of age or older
- Pass a background check
- Passion for the CAN Council's mission
- Professional attitude
- Excellent interpersonal skills and phone/email etiquette
- Required knowledge of Word, Excel, PowerPoint, and Outlook
- Familiar with using office equipment such as a scanner, copier, and phones
- Ability to keep track of multiple on-going projects

If you feel you meet these requirements and have a go-getter personality, please apply online: cancouncil.org/volunteer or e-mail Katie Bell, Volunteer Coordinator, at: kbell@cancouncil.org.