

JOB DESCRIPTION OF THE YMCA VOLUNTEER FOR A LOCAL YMCA IN THE PHILIPPINES

The Volunteer shall serve as an Administrative Assistant/Program Coordinator Volunteer who shall work under the Office of the General Secretary. The volunteer is expected to perform the following duties and responsibilities:

1. Assist the General Secretary in the performance of her duties and responsibilities
 - Office and clerical works
 - Check the good maintenance of the various YMCA facilities
2. Help facilitate in the actual implementation of the various existing program and activities
 - Check and monitor daily activities of the regular volunteers
 - Prepare reports/official communication
 - Follow-up member and youth club activities and participation
3. Participate in program development and community works
 - Assist in the planning and creating viable programs that is needed by the members and program recipients.
4. Initiate effective leadership among members, volunteers and students and help in bringing-up better and harmonious relationship among them.
5. Join the YMCA regular volunteers in the performance of their duties.
6. Help in the organization various youth clubs and facilitate activities that shall be conducted by the said youth clubs.
 - Participate in the building and development of their creative skills and other capability building activities.
7. Perform other YMCA tasks that may be assigned from time to time.

The volunteer is preferably young and smart, with a good heart for others, patient and very much willing to learn the hard and soft skills; MUST be very energetic and with full awareness of diversity of cultures and is flexible. He must work professionally and willing to work in varied community situation.