



VOLUNTEER JOB DESCRIPTIONS

Office Volunteers

Depending upon organizational needs, volunteers may help with the following:

- Reception
- Filing
- Mailings
- Organization and updating of agency materials
- Data entry
- Event preparation
- Training preparation

Community Volunteers

Community volunteers may assist staff with the following:

- Health fairs
- Distribution of agency materials to community members and organizations
- Outreach/Volunteer recruitment

Event Volunteers

Special event volunteers may assist staff on a one-time or recurring basis with the following:

- Event planning and organization
- Event marketing and publicity
- Fund-raising
- Arts and recreational events

Project Volunteers

Project volunteers may assist staff on a one-time or recurring basis with the following:

- Advocacy issues
- Wellness programs
- Fund-raising and Development
- Grant-writing
- Database maintenance
- Website/blog/newsletter

Support Volunteers *

Support volunteers may work with BCRC clients in the following capacities:

- One-to-one support (in person, telephone and/or online) for cancer survivors
- One-to-one support (in person, telephone and/or online) for family, friends and loved ones
- Caregiver support
- Assisting clients with appointments, shopping and other errands
- Practical support/in-home assistance and companionship
- Resource and referral

* Support Volunteers are required to participate in an Emotional and Practical Support Volunteer Training