

VOLUNTEER JOB DESCRIPTION

Title / Position: Advisor for volunteer management
Supervisor: Specialist of volunteer
Worksite (e.g., office, field, home): Working directly with the group leaders and management team
Start Date (if any):
Number of Volunteers Required: 1

ABOUT YOUR ORGANIZATION

Name of organization: Blue Dreams Volunteer group
Legal status: HCMC Youth Union
Target Beneficiaries: Disadvantaged children
Mission: Blue Dreams is a professional voluntary organization with a mission of helping Vietnamese disadvantaged children through holistic activities.
Main Activities Activities, projects supporting disadvantaged children (such as "Thuy's dreams" project...)

POSITION DESCRIPTION *(please describe the Volunteer's works/assignment at your organization)*

Goal of this Volunteer position: Improve management skills of the management team

Brief description of work to be performed: Skills support on management of volunteers

Sample list of Volunteer activities:

1. Establish roles and responsibilities of volunteers
2. Guide and supply documents related to management of volunteer
3. Train the management team how to manage volunteer effectively
- 4.

TIMEFRAME

Length of commitment:

Estimated total hours: 15 hours per month

Preferred schedule: 18h30 every Thursday (meeting of management team)
17h30 every Sunday at Independence Palace (group activities)

QUALIFICATIONS SOUGHT *(Please include both skills and attributes required to perform the work and any attributes that may disqualify an applicant.)*

1. management skill
2. counseling skill
3. relationship skill
- 4.

BENEFITS TO THE VOLUNTEER *(Please indicate if there are any Volunteer benefits, such as a stipend for transportation costs, volunteer recognition day, coffee/tea, etc.)*

- 1.
- 2.