



Request for Volunteer

Manager Initiating Request: Jazmine Shannon

Area of Ministry: Crafts

Brief Job Description: Craft Binder Designer. This volunteer will be responsible for researching craft projects for young people to do, editing and simplifying instructions, and utilizing Microsoft Word and/or Publisher to submit documents for publication at CVYR. Minimum age:13.

Days and Times Volunteer is needed: Flexible. At least 4 hours per week. Able to visit Jazmine at the Ranch occasionally for consultation, otherwise, this job can be done at home. This is to be an ongoing project, so a commitment to a specific period of service is negotiable.

What RESOURCES does the volunteer need?

- A computer and printer access with Microsoft Word and/or Publisher.
- Internet access for research and email.

What ATTITUDES will make this volunteer effective?

- A Christian/fruit of the Spirit attitude.
- A desire to do internet research for craft project ideas.
- An interest in various handicrafts.

What COMPETENCIES are required by the volunteer to be successful?

- Familiar with Microsoft Word and/or Publisher. (Some training is available.)
- Ability to effectively use Google or similar search engine.
- Ability to edit and write clear, concise step-by-step instructions.

What KNOWLEDGE will the volunteer need in order to do his/her job?

- Use of internet search engines.
- Knowledge of what craft resources are available at CVYR. Jazmine will give the volunteer an extensive tour of the craft room/area.
- How to design instruction pages that are clean and well-organized.