

## Volunteer Description Template

<b>Organization</b>	Red Lodge Area Housing Committee
<b>Contact Info</b> (Name of supervisor, Phone, Email, Org website)	Natalie Wilson 4064462820 <a href="mailto:natalie@rlacf.org">natalie@rlacf.org</a> <a href="http://www.rlacf.org">www.rlacf.org</a>
<b>Title Position</b>	Housing Committee Volunteer (General)
<b>Brief Description</b> (What are the primary duties and necessary skills? Remember to keep it upbeat, fun, and short!)	Volunteers will provide consulting or logistical support to the Housing Committee on housing initiatives and projects. We are currently looking for the volunteers with the following skill sets: <ul style="list-style-type: none"> <li>- Architecture / Engineering / Design</li> <li>- Contractor / Developer</li> <li>- Grant writing / Fundraising</li> <li>- Affordable housing</li> </ul>
<b>Time, Place, Duration</b> (Fixed or flexible schedule, remote or physical, long-term or single event, etc.)	Volunteers will be expected to commit to actively participate for as long as a project is in progress, or as needed. This may be remote work, communicating primarily via email with occasional in-person meetings.
<b>Qualifications/Interests</b> (Required or preferred. Is this a youth or adult position?)	The volunteer must be an adult with a passion for affordable housing and supporting the community. Ideally, the volunteer will have a unique set of skills, experiences, or perspectives with housing.
<b>Orientation and Training</b> (How will you make sure your volunteer is prepared for the task?)	New volunteers will be given housing materials (such as housing assessment and strategic plan) to update them on the Housing Committee's work and plans. They will also be updated on the initiative or project which with they are involved.
<b>Organization Description</b> (Briefly state what you do in the community.)	The Red Lodge Area Housing Committee connects and informs the community on workforce housing opportunities through services, programs, training and education.
<b>Why is this position important to the organization?</b>	The Housing Committee needs the expertise of Volunteers to remain effective and engaged with the community.
<b>Misc.</b> (Anything else you want to say.)	