



# Volunteer Opportunity Description

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| <b>Position Overview</b>    | The Hands-On Project Team Leader will assist staff in developing and implementing hands-on activities (i.e. dances, facility renovation projects, and other one-time events) that both directly and indirectly benefit program participants.  |
| <b>Position Title</b>       | Hands-On Project Team Leader  |
| <b>Position Type</b>        | Non-paid Internship/Volunteer   |
| <b>Key Responsibilities</b> | <ul style="list-style-type: none"> <li>▪ Organize a group of 3+ volunteers to participate in one-time activities</li> <li>▪ Coordinate details of activities with staff to ensure successful participation and completion</li> <li>▪ Attend planned activities and lead volunteers in designated tasks</li> </ul>   |
| <b>Initial Impact</b>       | Assisting staff with the planning and execution of one-time activities  |
| <b>Sustained Outcomes</b>   | As a Hands-On Project Team Leader at The Arc of San Diego, you will help strengthen our programs and services through the successful completion of one-time events.   |
| <b>Support</b>              | Hands-On Project Team Leaders receive supervision from staff and area directors including constructive feedback and evaluation. The Volunteer Coordinator is available during business hours to answer questions and provide suggestions.   |
| <b>Commitment</b>           | This is a one-time commitment.  |
| <b>Length of Time</b>       | One day   |
| <b>Amount of Time</b>       | TBD   |
| <b>Specific Schedule</b>    | TBD (Days and Hours to be scheduled according to facility/staff availability)   |
| <b>Location</b>             | TBD (Location to depend on project type and site needs)   |
| <b>Qualifications</b>       | <p>Knowledge and/or experience leading one-time volunteer opportunities is preferred but not required. Candidates should have the following characteristics:</p> <ul style="list-style-type: none"> <li>▪ Creative</li> <li>▪ Dependable</li> <li>▪ Friendly</li> <li>▪ Flexible/Adaptable</li> <li>▪ Organized</li> <li>▪ Punctual</li> <li>▪ Energetic</li> </ul> |
| <b>Skills</b>               | Candidates will demonstrate the ability to coordinate and implement meaningful and appropriate activities for the benefit of individuals with developmental disabilities.   |
| <b>Benefits</b>             | <p>This opportunity is beneficial because:</p> <ul style="list-style-type: none"> <li>▪ You will enrich the lives of individuals with developmental disabilities</li> <li>▪ You will build leadership experience</li> <li>▪ You will make a significant and measurable impact in your community</li> </ul>  |

For more information contact Leah Testone, Volunteer Program Coordinator, via phone at 619-685-1175, ext. 292 or email [ltestone@arc-sd.com](mailto:ltestone@arc-sd.com)