



# 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 will also be 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> </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 Michael Mather, Marketing & Community Outreach Manager, via phone at 619-685-1175, ext. 294 or email at [mmather@arc-sd.com](mailto:mmather@arc-sd.com).