

**Alliance for Living
154 Broad Street
New London CT 06320
447-0884**

Volunteer Job Description

Job Title: Custodial Assistant

Time Commitment: Custodial Assistants are needed each weekday during open hours. Volunteers may request any number of days. May be combined with other volunteer assignments if desired. Hours are flexible; approximately two hours a day.

Location: at the Alliance for Living, 154 Broad Street, New London.

Purpose of position: The Alliance is dedicated to improving the quality of life for people affected by HIV/AIDS in New London County. The Living Center building is the former Lena Building, built in the 1930s and well-known in New London history. The Custodial Assistant helps provide a welcoming, attractive, and safe building for members, staff, volunteers, and all visitors.

Responsibilities: Floor care including sweeping and vacuuming. Cleaning of all glass in foyer area and multipurpose room. Dusting of woodwork, paneling, banisters, foyer furnishings. Empty trash containers in offices. Clean and sanitize kitchen and fitness center.

Qualifications needed: must be able to bend, stand, climb stairs. Do light lifting, use basic cleaning tools. Attention to detail and pride in keeping historic building clean desirable. Ability to report to work on time as scheduled. Able to work with diverse staff and other volunteers. Must understand and adhere to Alliance confidentiality standards. Bilingual Spanish-English a plus.

Support provided: Orientation to the Alliance for Living and training for the position will be provided. The Custodial Assistant is directly supervised by the Facilities Assistant.

Evaluation: The Alliance provides ongoing feedback and periodic performance reviews. Regular volunteers may request letters of recommendation and job or school references. The Alliance recognizes its volunteers at several annual events.

**Alliance for Living
154 Broad Street
New London CT 06320**

Volunteer or Work Study Job Description

Job Title: Development Assistant

Time Commitment: Development Assistants are needed 10 to 15 hours each week, with the possibility of additional hours especially evenings and weekends for special events.

Work Location: Alliance for Living, Living Center, 154 Broad Street, New London. Staff special events in the community as required.

Purpose of position: Development Assistants assist the Director of Advancement and Member Services.

Responsibilities: Work will include donor related administrative tasks such as event sponsor recruitment, donor acknowledgement, Constant Contact e-mail marketing, Facebook, Twitter, and Linked-In site monitoring. Other tasks include organizing supplies and materials for specials events, keeping donor files current, assisting with mailing list cleanup, preparing mailings.

Candidates with demonstrated experience in Microsoft Access will update donor database and generate thank you letters to donors.

Qualifications:

- Computer literate and experience with Microsoft Word, Excel, and Access. Proficiency in social networking sites: facebook, twitter, etc.
- Detail oriented and organized.
- Friendly, courteous, professional demeanor. Must be punctual and consistent.
- Self motivated individual who can remain calm under pressure in a busy work environment.
- Able to work with diverse staff, members, and other volunteers.
- Must understand and adhere to Alliance confidentiality standards.
- Bilingual Spanish-English a plus.

Support provided: Orientation to the mission and programs of Alliance for Living will be provided.

Reports to: Director of Advancement and Member Services

Evaluation: The Alliance provides ongoing feedback and periodic performance reviews. Regular volunteers may request letters of recommendation and job or school references.

Alliance for Living
154 Broad Street
New London, CT 06320
860-447-0884
<http://www.allianceforliving.org>

Volunteer Job Description

Job Title: Front Desk Assistant

Purpose of position:

The Front Desk Assistant (FDA) greets members and visitors, and transfers incoming phone calls to the appropriate extensions. The FDA provides a welcoming and safe environment for all members, visitors, and callers.

Responsibilities:

The FDA staffs the reception desk, answers and routes incoming telephone calls. S/he ensures each member/visitor is signed in. S/he handles clerical duties as assigned (copying, collating, mailing, and other duties as assigned)

Qualifications:

Experience working with people and answering telephones. Able to learn to route calls accurately. Must demonstrate a positive attitude, good telephone manners, and represent the agency professionally. Able to remain calm under pressure in a busy work environment. Ability to report for each shift on time, as scheduled. Able to work with a diverse staff, membership and other volunteers. Must understand and adhere to Alliance for Living confidentiality standards. Bilingual Spanish/English a plus, but not essential.

Support Provided:

Orientation to Alliance for Living policies and procedures, AIDS 101, and use of phone equipment. The FDA reports to the Director of Advancement and Member Services.

Evaluation:

Alliance for Living provides ongoing feedback and periodic performance reviews. Regular volunteers may request letters of recommendation and volunteer or school references.

Time Commitment:

Front Desk Assistants are needed during the hours Alliance is open for business
Monday, Tuesday, Friday: 8:30 am to 4:30 pm; Wednesday & Thursday: 8:30 am to 6:30 pm
Schedules are developed with each volunteer according their availability.

Alliance for Living
154 Broad Street
New London, CT 06320

Volunteer or Work Study Job Description

Job Title: Network Development Assistant

Time Commitment: Network Development Assistants are needed up to 20 hours each week.

Work Location: Alliance for Living, Living Center, 154 Broad Street, New London, CT.

Purpose of Position: Network Development Assistant works with the Director of Advancement and Member Services to establish and maintain Alliance for Living fan pages on Face book, Twitter, and Linked-In.

Responsibilities: Work includes assistance in developing a project plan to upgrade the current Alliance for Living website, incorporating social networking sites, e-mail marketing, and donor list management. All activities will be documented. Candidate will also establish Alliance for Living presence on facebook, twitter, and linked-in.

Qualifications:

- High level of computer and internet ability.
- Direct experience with face book, twitter, or other social networking sites.
- Detail oriented and organized
- Friendly, courteous, professional demeanor. Must be punctual and consistent.
- Self motivated individual who can remain calm under pressure in a busy work environment.
- Comfortable working with diverse staff, members, and other volunteers.
- Must understand and adhere to Alliance confidentiality standards.
- Bilingual Spanish-English a plus

Support provided: Access to a networked computer. Orientation to Alliance for Living mission and programs will be provided.

Reports to: Director of Advancement and Member Services

Evaluation: The alliance provides ongoing feedback and periodic performance reviews. Regular volunteers may request letters of recommendation and job or school references.