



Volunteer Position Description
Administrative Volunteer

Supervisor: Mike Rice and Sarah Prosis
Position Summary: Office Support Volunteers are a pivotal part of our day-to-day work. Volunteers assist with Development projects, and prep for fundraising events, appeals, etc. lead by the Development Team. This work directly impacts communication with donors and the community as well as helping Alternatives be good stewards of our funds.
Time Commitment: On a need by basis.
Location Availability: Inverness

Application Requirements

- Attend a Volunteer Orientation.
- Attend a Foundations Course.
- Submit an application.

Training Requirements

- None.

Skills and Attitude:

- Practices servant leadership and functions with a Christ-like love in professional and personal affairs.
- Values align with the mission and vision of Alternatives Pregnancy Center.
- Has joy and sees the value in performing administrative tasks.
- Attention to detail and ability to follow instructions.
- Proficient with email and text communication.

Essential Duties and Responsibilities

- Sign up for a shift when needs arise (if you are available).
- Communicate with the Volunteer Development when unavailable.
- Assist with miscellaneous projects for the Development Team.
- Put together packets, swag bags, etc. for fundraising events.

General Requirements:

- Committed to Alternatives' mission statement and the sanctity of human life.
- Signed agreement of Alternatives' Statement of Faith and Principle.
- Attend Alternatives fundraising and appreciation events as needed.

Alternatives Pregnancy Center's Mission Statement:

Alternatives Pregnancy Center exists to care for Denver-area women and men in pregnancy-related crisis and offer them a meaningful alternative to abortion. Following the example of Christian love, we seek to meet their emotional, physical and spiritual needs. And we enable and encourage them to choose life every day.

We provide a 24-Hour Helpline, pregnancy tests and options counseling, limited ultrasound services, abortion pill reversal referrals, STD testing and treatment, adoption education, pre- and post-natal medical care referrals, financial and legal referrals, counseling after abortion, positive youth development curriculum and sexual risk avoidance education. All services are confidential and provided free of charge.