



Resource Directory Position Description

Position Title: Resource Directory Volunteer

Position Type: Shelter Supporter

Purpose: To update the Peace House Resource Directory with current contact information of Summit and Wasatch County community resources. Additionally volunteer will research new resources to be added to the research directory. This will serve to enhance the resources we are able to provide to individuals and families in our care.

Location: Community Office and Shelter as directed

Key Responsibilities:

- Review the current resource directory
- Locate alternative community resources not currently listed and add their contact information
- Update all currently listed resources with contact information etc.
- Documenting volunteer hours as instructed

Supervised By: The Volunteer Coordinator

Time Commitment: Shifts are 2 hours; Minimum of 1 shift per month

Physical/Age Requirements: 18 years or older

Qualifications: Knowledge of Microsoft Office preferred

Training Required: Volunteer Orientation and Project Orientation

Dress Code: Casual