



General Volunteer

Open Heart Leaders Nonprofit Organization

Sector: OHL (All Sectors)

Program: TBD

Type: Volunteer

Organization Description :

Open Heart Leaders is a 501c3 nonprofit organization founded on the principles of developing and creating leaders from a healthy standpoint in life. The company dedicates itself to providing effective wraparound services to the communities in which it serves. General Volunteers will perform a variety of tasks and assignments for different departments within the organization, uphold and reflect the values and principles of the organization, and maintain a high standard of professionalism while on duty. General Volunteers will also provide creative ideas and insight regarding the improvement and betterment of the organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Understand and observe the role and responsibilities as well as the rules and safety regulations of the organization while carrying out tasks and duties.
- Be mindful and diligent of updates on COVID-19 safety requirements and regulations.
- Be willing to serve and volunteer wherever your help is needed in the organization.
- Work with other OHL team members to complete projects and create activity plans when needed.
- Provide creative input, insight, and innovative recommendations for different sectors of the organization.
- Take initiative in motivating others to get involved in the organization.
- Remain professional but friendly in your interactions with all employees, interns, volunteers, and clients.
- Respect and maintain confidentiality of sensitive information within the organization.
- Be available for certain events or functions presented by Open Heart Leaders

QUALIFICATIONS AND SKILLS:

- Time-management
- Able to work in a team

Volunteer Requirements:

- Complete relevant training provided by the organization.
- Must be aware of the programs and services that Open Heart Leaders offers.
- Must be flexible, upbeat, and be able to accept constructive criticism.
- Must be courteous and personable when dealing with the public.



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EDUCATION/EXPERIENCE/CERTIFICATION:

- First Aid & CPR Certified (Preferred)

VALUE-BASED BEHAVIORS:

- Collaboration
- Responsibility
- Social responsibility
- Integrity
- Concern for others
- Empathy

HEALTH STATUS:

- If working onsite: must provide proof of a Negative COVID-19 test

PHYSICAL AND MENTAL DEMANDS

Physical Demands:

- May be asked to lift between 1-15lbs
- Different tasks may require the moving, lifting or setting up for different events, programs or on OHL's premises.

Mental Demands:

- Must be able to work in an environment subjected to the community at large.

BACKGROUND CLEARANCE:

- Some volunteer positions are subject to a background check based on the role and or assignment within the organization.

TRANSPORTATION:

- N/A

PAY:

- No monetary compensation is rendered for this position in OHL.
- Volunteer hours are also available on OHL proper documentation for each individual.