

VOLUNTEER FAQs

Contact the Director of Volunteer Services, if your question is not answered here.



Investing in Awesome Kids!

What is the purpose of the volunteering with SKEF?

This valuable volunteer position serves as support for the SKEF (Salem-Keizer Education Foundation), ensuring our organization's success.

Who Do I Report to? Executive Director and/or Director of Volunteer Services.

What are the key responsibilities?

All SKEF volunteers are responsible to support SKEF's mission and vision and adhere to SKEF's volunteer policies and procedures. Volunteers maintain open and regular communication with staff, reporting any concerns immediately.

Additionally, volunteers:

- Attend all scheduled meetings and trainings or otherwise make arrangements with the SKEF Director prior to the meeting
- Create a welcoming, organized, and comfortable work environment
- Collaborate with and provide support to SKEF staff on tasks, projects, and events
- Complete assigned tasks in a timely and accurate manner

What are some helpful qualities and skills?

- Advocate of education and dedication to community service
- Flexibility to interact with a diverse group of people
- Personable communication and great customer service skills
- Strong organizational skills and attention to detail
- Positive, open-minded, reliable and independent
- Computer skills including but not limited to Microsoft Word, Excel, PowerPoint, and Publisher

What training and support is offered?

- Training is provided prior to the start of the SKEF volunteer opportunity and throughout
- SKEF staff are available to answer questions

Where is the location of volunteer assignment?

SKEF office, located at 233 Commercial St. NE, Salem, OR, 97301 (503) 364-2933

What are the benefits to me?

- Research shows that volunteering helps you stay healthy and keeps your brain sharp
- The satisfaction of helping children and having a significant, long-term impact on their lives
- The opportunity to learn new skills or enhance existing ones
- Offers a connection to the local school community
- The potential to make new friends
- The opportunity to lead a team of committed volunteers making a significant contribution to the local community

Apply online today at WWW.SKEDUCATIONFOUNDATION.ORG



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