



The Canadian Testicular Cancer Association

Volunteer Placement Description

Volunteer Position Title: Grant Applicant Assistant

Location: 117 Southwood Drive, Kitchener or Your House

Date Required: Position is available immediately

Name of Supervisor: Sandi sandiv@tctca.org

Number of Volunteers Required: 2 to 5

Responsibilities or duties:

- Assist our grant applicant in researching, filing and submitting grant applications
- Volunteers must be able to investigate via internet and telephone – what the requirements are for grant approvals
- Volunteers must be good with words and have the ability to word things “just right” on grant applications

Requirements or skills:

- Organizational skills
- Good Telephone skills
- Ability to be creative with words
- Knowledge of Microsoft word and Adobe

Training:

- Volunteers will be trained to understand the mission behind TCTCA and sufficient information to answer questions about our association
- Instructions on proper methods of grant applications.

Time Commitment and Duration:

- Daytime – Flexible
- As soon as possible

Evaluation and Follow up:

- Supervisor will check in periodically to ensure that volunteer is able to perform their duties
- Volunteers will be evaluated each time they complete an application and discussion will take place on areas that might need improvement or wording that might need changing

Benefits:

- Satisfaction of knowing that their help may save a life of a young man
- Opportunity to be involved in an important cause
- Opportunity to learn or improve new skills that can assist in future job opportunities
- Keep existing skills sharp