



United Way of Wayne  
and Holmes Counties

## UNITED WAY OF WAYNE AND HOLMES COUNTIES

### Allocations Volunteer Job Description

**Job Title:** Allocations Volunteer

**Term:** 2020 Allocations

**Time Commitment:** Approximately 25 Hours over 2 Months (January and February)

**Purpose of Position:** To ensure that United Way funds are allocated and invested in a manner consistent with United Way's mission of mobilizing community resources to measurably improve the lives of those in the communities we serve.

#### **Allocations Committees:**

**Health/Mental Health-** If you serve on the Health/Mental Health committee they work with applicants that are assisting families with access to physical health care, mental health care and support programs that help those who are in need of substance abuse treatment.

**Safety Net-** If you serve on the Safety Net committee, you will review applications that focus on programs that assist those in poverty that need access to basic needs, which include; food, shelter and assistance with utilities.

**Workforce Development-** If you serve on the Workforce Development committee you will review applications that focus on programs that increase employee earnings or benefits for the targeted impoverished population. The programs may also assist in retaining employment for at-risk employees and decrease turnover for employers, while assuring that individuals have access to substance abuse treatment.

**Youth Development-** If you serve on the Youth Development committee, you will review applications that focus on programs that help to increase future successes for Wayne and Holmes Counties most disadvantaged youth affected by poverty and its contributing factors, such as: kindergarten readiness, increasing academic achievement, decreasing absence at school and decreasing school discipline referrals.

#### **Volunteer Responsibilities:**

- Review program applications in advance of volunteer committee discussion(s).
- Actively participate in grant request recommendations for your committee.
- Bring perspective, concerns and insight to the committee with knowledge of community needs and necessary resources.
- Use scoring tool to give unbiased points to each individual RFP in your group.
- Assist in creating a broader community understanding of United Way funded programs.
- Commit to uphold United Way's confidentiality policy, which ensures that sensitive materials are not shared.

215 S. Walnut Street | P.O. Box 548 | Wooster, OH 44691 | 330.264.5576 | [uwwh.org](http://uwwh.org)



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**Qualifications:**

- Interest in sharing or gaining knowledge of community human service needs.
- Basic understanding of good management practices.
- Must reside in or be employed in Wayne or Holmes Counties.
- Desire to be involved in a process where you are giving back to the community.
- United Way donor.

**Disqualifiers:**

- You reside and work outside of Wayne or Holmes County.
- You sit on an Agency Board of Directors (agency is applying for funding).
- You have biases due to past experiences.
- Your immediate family member(s) work at one of the applicants place of business.
- You do not currently donate to United Way.