

vets beyond borders

Position Type	Volunteer screening
Duration	12 Months
Responsible to	VBB Board
Main Role	Screen volunteer applications on the online application.
Key Task, Duties and Responsibilities	<ol style="list-style-type: none"> 1. responsible for processing volunteer applications and assessing a volunteers suitability to volunteer on VBB projects. 2. Monitor new and existing online volunteer applications 3. Assess skills, knowledge and cultural sensitivity of volunteer applicants for suitability to perform job 4. Follow-up on incomplete forms directly with volunteer applicants to assist in the completion of applications 5. Follow-up directly with applicants' referees
Time Commitment	Average weekly time commitment: 1 hr
Equipment Needed	Access to a computer and internet
Skills or experience required	<ol style="list-style-type: none"> 1. Financial member of VBB 2. Previous experience working on VBB programs
Apply to	Please email your application letter and resume to volunteerpositions@vetsbeyondborders.org .