

# DIAMOND IN THE ROUGH

## Volunteer Opportunities

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<b>VOLUNTEER TITLE:</b>	<b>RESEARCH &amp; DEVELOPMENT ASSISTANT</b>
<b>VOLUNTEER CATEGORY:</b>	Support
<b>COMMITMENT TIME:</b>	Long term/Flexible
<b>AREAS OF INVOLVEMENT:</b>	Responsible for researching current trends, laws, statistics, educational advancements and resources relevant to young people.

### **RESPONSIBILITIES:**

- Identifies the needed resources of DITR and its participants.
- Researches and solicits the support of individuals, specialists, organizations and community partners who may assist in meeting the needs of DITR participants.
- Assists in the development of DITR curriculum activities and teaching tools.
- Maintains & organizes resource library materials.

### **QUALIFICATIONS:**

- Excellent interpersonal skills and the ability to build and maintain effective working relationships with volunteers and colleagues in many different environments with people from diverse backgrounds.
- Required to maintain strict confidentiality and professional/ethical standards.
- Must possess good listening skills and excellent communication skills (both verbal and written).
- Knowledge of Microsoft Office with strong word processing, database, and typing skills
- Ability to work independently.