



UNITED WAY OF NORTH CENTRAL FLORIDA COMMUNITY INVESTMENT VOLUNTEER JOB DESCRIPTION

Following completion of the annual Community Campaign, a committee of around 60 trained & dedicated volunteers, called the *Community Investment Review Panel*, will begin evaluating program proposals from United Way partner agencies that address critical needs in our community around four impact areas: strengthening children & families, meeting immediate human needs, promoting health & wellness, and improving quality of life.

As a community investment volunteer, you will work on a team of 3-4 volunteers to review and evaluate 2-3 programs. You will be responsible for thoroughly assessing and evaluating program applications and attending site visits at the service delivery locations. You will also be responsible for attending your impact area’s final presentation block, when *all* programs applying for funding will present their final case to the entire volunteer team.

The criteria for quantitatively evaluating applications, site visits and final presentations will be provided to you in an extensive training. Following final presentations, your impact area team will discuss, deliberate and form funding recommendations, which will be submitted to the Community Investment Committee, and then the United Way Board of Directors for final approval.

Recommendations from the community investment volunteers will guide critical investment decisions in support of local health and human service issues. Please help us ensure that money is invested in the highest performing programs and making the most measurable, meaningful change by volunteering!

Key Responsibilities:	Time Commitment:
Community Investment Volunteer Orientation & Training (<i>attendance at one training session is required for all volunteers; this training will provide valuable information about the prioritization of United Way resources, the ins and outs of the investment process, the increased focus on program outcomes, and the reviewer criteria score sheet that will be used to evaluate programs</i>)	4 hours (don't worry- there are breaks!)
Outside Evaluation of Application (<i>individual review and evaluation of program application materials; each volunteer is asked to evaluate 2-4 programs</i>)	3 hours per program
Program Site Visits (<i>traveling to program service delivery locations for onsite evaluation</i>)	3 hours per program
Final Presentations (<i>attendance is required for the final presentation block of all programs within your impact area; the number of programs applying under an impact area ranges from 5-20</i>)	3 hours to 1 full day (depending on impact area)
Funding Deliberations (<i>when the entire impact area volunteer team gathers to discuss individual evaluation results, deliberate and form funding recommendations</i>)	2 to 4 hours (depending on impact area)

Total Time Commitment: **Approximately 25-30 hours throughout the months of March & April**

Qualifications:

- A commitment to United Way's mission of leading the community to focus on issues and mobilize resources to improve lives
- Dedication to the effective and efficient investment of United Way resources
- An interest in health and human service issues in North Central Florida
- A commitment to and appreciation of diversity
- An ability to make decisions in an objective manner based on community need and program performance
- An ability to work cooperatively within a team to arrive at consensus
- An ability to make the necessary time commitments
- No conflict of interest with any agency applying for program funds in your impact area

***TO REGISTER AS A 2009 COMMUNITY INVESTMENT VOLUNTEER:**

- 1) Complete the volunteer application
- 2) Submit to United Way by **February 18th, 2009.**

Applications can be submitted via:

- Fax: (352) 331-2111
- E-mail: jdayvault@unitedwayncfl.org
- Postal mail: 6031 NW 1st Place, Gainesville, 32607