



Transitions – Mental Health Association
784 High Street, San Luis Obispo, CA 93401
www.T-MHA.org (805) 540-1926

Volunteer Job Description

Position Title: **FUNDRAISING AUDITOR VOLUNTEER**

Supervisor: Community Resource Coordinator

About Transitions-Mental Health Association

Transitions-Mental Health Association (TMHA) is a nonprofit organization dedicated to eliminating stigma and promoting recovery and wellness for people with mental illness through work, housing, community support, clinical services, homeless outreach, and family support services.

TMHA is looking for 3 Fundraising Auditor Volunteers to contribute to our Strike Out Stigma Bowl-a-Thon in March 2020. This role will be instrumental in enabling us to achieve our fundraising goals, and we are sincerely grateful for the assistance.

Position Summary

The Fundraising Auditor Volunteers' tasks will be:

- Accurately audit fundraisers' donations at each event's shift
- Report all income to TMHA staff
- Attend at least 8 (of 13) of our Bowl-a-Thon fundraiser shifts that are scheduled. Each are a commitment of approximately 1.5 hours, not including travel time.

Rancho Bowl – 128 E. Donovan Road, Santa Maria
Saturday, March 21 @ 12pm

Surf Lanes – Vandenberg AFB, 10366 Community Loop, Lompoc
Saturday, March 21 @ 4pm

Pismo Bowl – 277 Pomeroy Avenue, Pismo Beach
Friday, March 20 @ 4pm and 6:30pm
Sunday, March 22 @ 2:30pm and 5pm
Friday, March 27 @ 4pm and 6:30pm
Sunday, March 29 @ 12pm and 2:30pm

Cal Poly Mustang Lanes – University Union, 1 Grand Avenue Building 65, San Luis Obispo
Thursday, March 19 @ 6pm
Saturday, March 28 @ 5pm

Paso Bowl – 2748 Spring Street, Paso Robles
Sunday, March 29 @ 6pm

General Tasks

- Complete background check (LiveScan) in February 2020
- Attend 1-hour training in early March 2020
- Audit cash, checks, and online donations for our annual fundraiser
- Additional responsibilities as requested

Minimum Requirements

- Excellent knowledge of accounting tools such as Excel, Google Sheets
- Dependable self-starter
- Accuracy and attention to detail
- Excellent problem-solving skills

Job Environment

- This volunteer position will be held at our main office, 784 High Street, San Luis Obispo, and the previously-listed locations. While volunteers are at the bowling alleys, they will be in a fast-paced environment under pressure with loud music and often dimmed lighting.

Estimated total volunteer hours: 22 (approximately 1.5 hours per shift plus training), not including transportation time.

To Apply

Please apply at www.t-mha.org/volunteer.php or contact Caity McCardell, Community Resource Coordinator, with questions regarding this volunteer position at 805-540-1926 or cmccardell@t-mha.org

Thank you for supporting TMHA! We appreciate the many contributions of our community!