

Planned Parenthood® of Indiana

JOB TITLE: Database Support Volunteer

FUNCTION: To support the organization with technological database needs, such as database maintenance, creation of new databases, and general upkeep of systems.

ESSENTIAL FUNCTIONS:

- Enters data into existing databases.
- Creates and maintains various databases based on the individual department's need.
- Ability to evaluate agency's needs and help suggest policies surrounding the databases.
- Resolves database performance and capacity issues, and replication and other distributed data issues.

OTHER FUNCTIONS:

- Support Planned Parenthood's mission, goals and policies.
- Strictly adhere to our confidentiality policy at all times

PREFERRED QUALIFICATIONS:

- Some database (e.g. Access, Excel, Raiser's Edge) knowledge would be preferred.
- Basic knowledge of computer and data entry.
- Known skills from high school curriculum.

PROFESSIONALISM:

- Displays appropriate attitude, actions and work attire for the position.
- Demonstrates commitment, dedication and positive behavior.

COMMUNICATION:

- Communicates openly and directly; Asks volunteer program coordinator if questions arise.
- Able to adjust communication style according to the needs of the audience and the situation.

TEAMWORK:

- Able to gain cooperation from others and work collaboratively toward solutions which generally benefit all involved parties.
- Proactively identifies opportunities to assist others and ensures that information is communicated accurately and timely.
- Behaves honestly and ethically.

PLANNING AND ORGANIZING:

- Establishes a systematic course of action to accomplish specific objectives.
- Determines priorities and uses time effectively.

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ATTENTION TO DETAIL:

- Thorough in accomplishing a task.
- Accurately completes projects on time.

JOB KNOWLEDGE & COMPREHENSION:

- Understands and is knowledgeable of the duties, methods and procedures required by the job.

SPECIAL REQUIREMENTS: Able to maintain confidentiality of all Planned Parenthood of Indiana business and activities on and away from the job. Travel may be required.

LICENSES: Valid driver's license

REVISION DATE: August 2010

HOURS: Varies

Volunteer Printed Name *(please print clearly)*

Volunteer's Signature

Date