

Williamsburg Community Chapel Volunteer Position

Position: Agape Ministry Budget Counseling Volunteer

Reports to: Agape Ministry Budget Counseling Coordinator Volunteer

Position Summary: The Budget Counseling (BC) volunteer is responsible for providing financial planning to individuals seeking such assistance from the Chapel, to include the development of monthly budgets. The budget for each month should consider all anticipated income and expenses to determine the end of month variance, after maximizing the most efficient use of available resources. With a resulting negative variance the budget counselor shall consult with the BC Coordinator to determine if financial assistance from the Chapel is good stewardship of monies donated for such a purpose. Volunteer schedule as needed and appropriate. Approximately 2 hours of training and then more as needed.

What is the Purpose/Goal: Provide assistance to individuals and families in the development of budgetary planning with the goal of financial self-sufficiency.

Physical Demands: Conduct face-to-face meeting(s) with those receiving budget counseling assistance.

Work Environment: A room that provides privacy and appropriate furnishing to accommodate a professional meeting environment.

Dress Code: Casual dress – but no cut offs, tank tops, etc.

Requirements: A caring and compassionate heart and deep concern for those in need of financial assistance. The ability to pray with individuals and families facing difficult financial situations.

