



## VOLUNTEER OPPORTUNITY: PCS Board Member

Philomath Community Services INC

Physical Address: 360 S. 9th Street, Philomath, OR 97370

Mailing Address: PO Box 1334, Philomath, OR 97370

[www.philomathcommunityservices.org](http://www.philomathcommunityservices.org) | 541-929-2499

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**Position:** Board Member, Philomath Community Services

**Employment Type:** 10 hours/month; Unpaid

**Application Deadline and Start Date:** Ongoing

### Position Summary

Philomath Community Services (PCS) is seeking new Board Members! We are growing and have a tremendous amount of exciting work ahead. We are calling for dedicated, friendly individuals to help us drive our mission forward to the benefit of our local community. As a Board Member, you will be expected to attend monthly meetings and support PCS as needed, which entails work commensurate with your interests, your talents, and the present needs of Philomath Community Services.

The Board provides the stable public face, oversight, and organization that ensures the maintenance of the PCS building and infrastructure; coordinates the activities of the five constituent groups, each of which have dozens of volunteers, contributors, and clients; and establishes the transparency, fidelity, and rigorous accountability to give our donors and other supporting entities confidence that our organization is well managed and will achieve the intent of their backing.

### About Philomath Community Services

PCS is a 501(c)(3) non-profit organization that is largely driven by volunteers. PCS keeps overhead low by housing five different programs under one roof, each one directed by a volunteer Program Manager, under the oversight of our Board of Directors (that's you!) and with support from our paid Executive Director. PCS has been assisting the Philomath area in some manner for 28 years. Learn more about our programs and successes at [www.philomathcommunityservices.org](http://www.philomathcommunityservices.org).

### Duties

- ☆ Attend the monthly Board meeting (4<sup>th</sup> Monday evening of each month)
- ☆ Serve on two Committees. Committees meet once per month and include the:
  - Executive Committee
  - Facilities Committee
  - Finance Committee
  - Funding Committee
  - Governance Committee
  - Public Relations Committee
- ☆ Preferred: volunteer one shift with each Program to get a feel for the PCS services

### Qualifications and Skills

- ☆ High level of integrity, recognizing the responsibility that comes with managing critical community services
- ☆ Passionate about supporting our neighbors in need through healthy, lasting means
- ☆ Understands and can promote the vision and mission of PCS
- ☆ Organized, on-time, and committed to high quality work
- ☆ Effective communication and interpersonal skills, both written and verbal

### To Apply

If you or someone you know would like to become a member of the PCS Board of Directors, please contact our Volunteer Coordinator at [volunteercoordinator@philomathcommunityservices.org](mailto:volunteercoordinator@philomathcommunityservices.org) or via our online [Contact Form](#), and we will get back to you within 48 hours with a complete set of application materials. Candidates must pass a background check. If you have further questions, please do not hesitate to reach out. Thank you!