



Records and Receipts Volunteer

Volunteer Role Description

Updated February 9, 2026

www.forthechildren.org/volunteer

The Records and Receipts Volunteer will have the opportunity to immerse themselves in and engage with the more hidden parts of running a nonprofit. While managing records and issuing receipts might seem mundane at first glance, they are essential in ensuring that For The Children remains a transparent, accountable, and reputable organization.

If you are someone who enjoys organization, values precision, and is interested in getting a glimpse of routine administrative tasks, this volunteer position may be the perfect opportunity for you.

For The Children (FTC) mobilizes the local Church to create life-changing moments for children who have experienced relational trauma. With over 20,000 volunteers across 44 states and 9 countries, we reach over 6,000 children in foster care through our mentoring programs and summer camps.

Records and Receipts Volunteer is an unpaid volunteer position adhering to the definitions and standards outlined in the FTC Volunteer Handbook.

The Records and Receipts Volunteer serves under the supervision of the Accounting Administrator. The Accounting Administrator will hold the right to monitor the volunteers' access to sensitive material and give the approval before disposal of documents.

Volunteer Responsibilities

- **Issue Receipts** – Create and print out receipts for donors who have donated by check only. Template will be provided and access to database will be supervised.
- **Organize Records** – Assist with sorting, organizing, and shredding sensitive documents. Please note: this is a large-scale project involving a high volume of



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materials. Be prepared for physical exertion, including lifting and carrying banker's boxes.

- Miscellaneous responsibilities-Other duties may come available as the need arises.

Volunteer Position Competencies

- Basic computer competency skills.
- Experience with databases preferred.
- Ability to stay organized and manage large volumes of documents.
- Capability to lift and carry boxes and handle physically demanding tasks.
- Detail-oriented.
- Committed to confidentiality with donation records.

Time Commitment – The number of hours needed for this position will be approximately up to 10 hours per week. This position will be needed for up to 6 months depending on workload.

Location – This volunteer opportunity will be at the For The Children Headquarters addressed at:

3000 W MacArthur Blvd, Suite 412
Santa Ana, CA 92704