

Position Title: Community Outreach Volunteer

Reports to: Ann Munier, Community Outreach Coordinator

Overview of the position: The Center frequently partners and collaborates with other non-profit and for-profit organizations to impact larger audiences through our Outreach services. Whether you are outgoing or shy, we have a place for you! We would love to give you a chance to be “the face” of the organization at high profile outreach events and/or work behind the scenes on outreach projects. For more information, visit the Community Outreach section of our website (under services).

Specific Responsibilities:

- Greet participants at Outreach Events (health fairs, presenting at schools or community groups).
- Meet potential clients and spread awareness of what the Center does in our community.
- Distribute Center Information, such as brochures and fact sheets. Answer questions related to materials.
- Work with Center staff to create and distribute mailings.
- Help design and prepare materials for outreach events.

Time Commitment: Flexible, minimum of one event per month is preferred. Event times and locations vary.

Qualifications:

***Age requirements:** Must be at least 18 years of age.

***Skills/education:** Must be comfortable with meeting and speaking to the public to participate at outreach events.

***Experience:** N/A

***Training and Screenings required:** Orientation plus some additional time with our Outreach Coordinator to learn job specifics related to job or task.

Benefits to the Volunteer:

This is a chance to put your skills to work in a professional setting while helping others. You'll learn about communication disorders and treatment, capitalize on social and networking opportunities by meeting new people in the community and improve your communication skills.

I have read the above position description and understand the responsibilities and commitment of the volunteer position. I agree to perform them to the best of my ability.

Volunteer Name: _____ *Date:* _____

Volunteer Manager: _____ *Date:* _____