



VOLUNTEER POSITION DESCRIPTION

POSITION TITLE: Community Outreach Coordinator

REPORTS TO: Director of Community Outreach/Director of Development

HOURS

Hours vary based on need. Most assignments are during the evening and on weekends.

TASKS

- Represent the organization at community fairs and outreach events
- Staff the agency booth or assist in obtaining booth volunteers
- Disseminate brochures and information about programs and services
- Coordinate booth fundraising, if available
- Collect donations, if applicable
- Assist in updating the display board, as needed
- Other tasks as assigned

QUALIFICATIONS

- Extroverted personality
- Knowledge of programs and services or a willingness to learn
- Ability to coordinate volunteers
- Valid driver's license and/or transportation
- Access to e-mail is helpful

BENEFITS

- Networking opportunities
- Assist in creating a community profile for the organization
- Excellent opportunity for families and/or groups
- Flexibility in scheduling
- Participation in numerous community events
- Be a welcomed part of the organization