

VOLUNTEER JOB DESCRIPTIONS—GENERAL HANNAN SUPPORT

Outreach Aide/Hannan Ambassador

Summary:

The Outreach Ambassador is one of the key faces of the Hannan Center in the community. The volunteers will interact with participants in the Hannan Center building and in the community to promote services, programs and events and .to increase the number of programs and event participants. Volunteers will be most active in the community. The ideal candidate will have strong communication skills to educate people about the various Hannan Center programs and attract new consumers to the Hannan Center. Outreach volunteers will also work with staff of the various Departments to assist with outreach activities. The Volunteers will receive training for serving as Ambassadors. The Hannan Center staff will provide information on volunteerism principles, rights, and responsibilities to ensure a successful and rewarding volunteer experience.

Note: This position may require some weekend and evening work as well as access to transportation and willingness to travel to different locations. Hannan Department supervisors will provide notices in advance, options and arrangements for weekend and evening work.

Sample Duties and Responsibilities:

- Assist with community communications for increased attendance at events/ workshops (mailings, phone calls, managing vendor tables and respond to inquiries re: Hannan Center programs)
- Transporting and assembling materials at event sites to include on-site resources for services
- Distribute notices and outreach postings of promotional and informational materials re: program events/ classes/workshop at locations as instructed
- Develop a detail list of organizations and community events for outreach activity planning
- Maintain and update list of community locations (recreation centers, coffee shops, etc.) for event flyers and promotional cards
- Assist with Hannan Street Teams for program promotion/public awareness and for community engagement (under supervision, and according to skill sets).
- Social Work Department Ambassadors will promote the Working Caregiver and Zena Baum programs and net-work at agency and community events about these programs as instructed

Interests:

- Communicating and providing information to the public
- Meeting and talking with new people
- Travelling to and attending various community events and meetings

Ideal Qualifications, Skills and Abilities:

- Basic use of computer and Microsoft Word
- Excellent oral communication skills, comfort with public speaking a plus
- Able to adapt to different community environments and change communication style accordingly
- Group/community organizing
- Building community relationships