

DIRECT & SUPPORT SERVICES VOLUNTEER JOB DESCRIPTION

Job Title: Community Outreach Volunteer
Reports to: Specialized Services Coordinator
Hours Per Week: 2-4

SUMMARY:

Assist Specialized Services in outreach efforts.

DUTIES AND RESPONSIBILITIES:

1. Search local, national and international weekly news related to issues sexual and domestic violence and oppression.
2. Maintain news sources on SafePlace social networking sites and update regularly.
3. Attend tabling events and fairs
4. Research outreach possibilities and community events focusing on underserved populations and rural communities.
5. Provide informational workshops on sexual and domestic violence

REQUIREMENTS:

1. Complete volunteer application and interview
2. Complete SafePlace New Member Training (30 hours)
3. Complete on-the-job training with Specialized Services and Outreach Coordinator
4. Meet regularly with Mentor
5. Participate in annual evaluation process

SKILLS NEEDED:

1. The ability to multi-task and prioritize
2. The ability to work both as a team member and independently
3. Basic computer knowledge (Microsoft Word, use of internet)
4. Knowledge of social networking sites
5. Comfortable with public speaking

COMMITMENT:

1. Minimum of one year in the position
2. Commit to a regular schedule

Volunteer Signature

Date

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