



## VOLUNTEER POSITION DESCRIPTION

**VOLUNTEER ASSIGNMENT:** Community Awareness Volunteer

**DEPARTMENT:** Public & Community Relations

**REPORTS TO:** Volunteer & Community Activities Coordinator or Designee

### QUALIFICATIONS

- 16 years of age or older and under 16 years of age with parent/guardian supervision
- Willing to volunteer minimum of 2 hours
- Enjoy interacting with public
- Ability to follow instructions and ask questions
- Team player
- Respect for confidentiality

### RESPONSIBILITIES

To be assigned by Volunteer & Community Activities Coordinator or designee and may include:

- Set up and tear down of agency booth
- Handing out literature to general public
- Writing receipts for sales of items crafted by artisans with disabilities, wrapping and bagging of product

Revised: June 2010