



"Putting People First!"

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: January 2009

