



Community Outreach Position Description

Position Title: Community Outreach Volunteer

Position Type: Outreach Program Supporter

Purpose: The Marketing Volunteer will use the location document provided by the Volunteer Coordinator to track what businesses within the given area will and will not allow Peace House to disseminate brochures and pull-tab flyers and to share their valuable input to develop information dissemination program.

Location: Park City, Coalville, Kamas Valley, Heber Valley

Key Responsibilities:

- Use the tracking tool to determine which locations have been completed. Track # of fliers and types per delivery. Track date of initial dissemination, date of checkups, and any important notes. Keep the tracking tool up to date.
- Be well versed in the purpose and mission of Peace House and able to professionally and confidently explain the purpose of your visit and the significance of our mission.
- Regularly distribute brochures and flyers; at least once per month and add any locations that you feel are a necessary addition to the list.
- Document volunteer hours and report them to the Volunteer coordinator at least once per month, preferably no later than the end of each month along with your tracking tool.

Supervised By: The Volunteer Coordinator

Time Commitment: Minimum of 1 shift per month

Physical/Age Requirements: 16 years or older

Qualifications: Must have reliable transportation; Comfortable with public speaking; Knowledge of Microsoft Office

Training Required: Volunteer Orientation and Project Orientation

Dress Code: Casual