

Title: Community Engagement Ambassador (Special Events)

Volunteer Classification: Regular and Indirect (2B)

Purpose

The purpose of this position is to raise awareness about ACE and its programs ensuring that those in need, within the community, gain access to our services.

Results

The volunteers activities will help to fill the gap in knowledge and communication between the community and ACE allowing for more high barriered young people to

- Receive assistance in addressing their physical, emotional, educational, and economic needs
- Become civically engaged and develop into leaders
- Access a pathway to higher education or career development

Volunteer activities

- Participate in community awareness campaigns
- Table at identified special events
- Occasional picture taking or coordination at special events
- Serve as an ambassador for ACE at events and resource fairs
- Inform community residents about our services
- Connect and communicate with local agencies and organizations
- Collaborate with outreach team members
- Institutional and event asset mapping
- Develop database and calendar based on asset mapping activities
- Resource development and coordination (e.g. donation requests and collection)
- Some data entry and other administrative tasks
- Participate in the planning, setup, and teardown of community events
- Serve on some weekends
- Perform outreach activities during ACE's graduation celebration

Measures

- Number of special/community events identified by the volunteer
- Number of events attended by the volunteer
- Number of program participants that find out about our programs via a community event

Age Requirements: 15 and up

Qualifications

- Ability to engage with community residents, organizations, participants, staff and other volunteers in a pleasant and friendly manner
- Excellent verbal and written communication skills
- Bilingual (English/Spanish)

- Marketing skills preferred but not required
- Computer skills (Microsoft office, and/or Google Suite)
- Must be coachable and willing to be trained
- Must be adaptable and flexible to changing
- Patience
- Ability to take initiative but also work well in a team environment
- Ability to receive and provide constructive feedback
- Compassion and passion for individuals in low-income communities
- Desire to serve all individuals regardless of race, ethnicity, gender, and sexual orientation
- Experience in asset mapping research and development preferred but not required

Time frame: 9 or 12 months

Days of the Week: Tuesdays, Wednesdays, Thursdays, or Fridays and occasional weekends

Time of Day:

- 11:30am-12:30pm on Wednesdays
- Hours may vary, and may be negotiable. Please speak to the volunteer supervisor to see if different hours are an option.

Number of Hours: 6 to 9 hours a week

Number of Openings: 2

Location:

The volunteer will alternate between serving at ACE's main building and community events

Supervision

- Volunteers must attend orientation
- The volunteer will be supervised and trained on duties by one of our outreach team members
- Volunteers will receive necessary and/or available training for the completion of tasks

Benefits/Support Provided

Volunteers will be a part of a dynamic team while helping in ACE's mission to rebuild lives and communities. Additionally, the volunteer will have the opportunity to develop their skills in the following areas:

- Marketing and outreach
- Communication
- Networking
- Event planning/coordination