

Volunteer Services: Community Outreach Coordinator

Location(s):

Responsibilities:

- Support the Red Cross Mission by overseeing Outreach initiatives in the area, supporting a team of Community Outreach volunteers, and attending community events and/or activities to promote Red Cross services, recruit volunteers, and provide educational information to attendees
- Assist in identifying, establishing and supporting community partner relationships
- Support the chapter by processing requests for Red Cross attendance at area events, staffing events with volunteers, and preparing materials needed for each event
- Host training workshops for new Outreach volunteers at least once monthly, and provide ongoing training for incoming Outreach Presenters and Event Volunteers
- Coordinators may be asked to personally attend some events or speaking engagements in the community, and serve as the “Face of Red Cross”

Time Commitment: Varies by location and opportunity. Expect minimum of 10-15 hours a month

Qualifications:

- Strong public speaking skills
- Knowledge of Red Cross services and programs (training provided)
- Ability to use computer, power point, and other Microsoft office programs
- Strong verbal and written communication skills
- An understanding of the responsibilities and relationships of working with donors, volunteers, and partners
- Experience working with or leading others preferred

Length of Appointment: Minimum commitment 1 year, renewable

Development Opportunities:

- Community advocacy and leadership
- Relationship building
- Enhance leadership and communication skills
- Interact with and meet a variety of people
- Team building with the Red Cross, volunteers and community partners

Requirements:

- Orientation to American Red Cross
- Online Training Required for Community Outreach (in EDGE system):
 - Disaster Cycle Services: An Overview
 - Introduction to Service to the Armed Forces
 - Public Affairs Essentials
 - BIO05OC006001EHS Defensive Driving (if driving ARC vehicle)

- Community Outreach Volunteer Workshop (in-person training)

Purpose: Provide leadership in partnership with the local Chapter and other Community Outreach members to serve as the “Face of Red Cross,” present at special events, and maximize Red Cross presence and connectivity in a community to effectively mobilize support and resources around the Red Cross mission, and community outreach.