



## **Community Outreach Volunteer**

### **Volunteer Reports to: CTR Program Manager**

**Purpose:** The Community Outreach Volunteer will perform a variety of tasks depending on outreach efforts to promote awareness of BBI services and connect the community to needed services provided through our community partners, such as Bee Busy Wellness Center (BBWC), etc. This position helps to extend the resources in BBI to better assist and direct the needs of our clients.

### **Essential Duties and Responsibilities**

- Represent Bee Busy, Inc. at health fairs, corporate wellness events, and other community events
- Refer clients with specific health questions or medical services to the Bee Busy Wellness Center (home or site locations).
- Complete condom packs, fold organizational t-shirts and coordinate/package incentives for events, and/or contact condom distribution sites
- Return all education samples and supplies to the Bee Busy Inc.'s office the same day as the event.
- Complete a brief evaluation following the event.
- Have fun and help save lives through education and referral of services.
- Other duties specifically around coordination of special events, or as assigned

### **Requirements**

- Must present a professional appearance and a friendly manner
- Must be dependable and punctual
- Be courteous and personable when dealing with the public
- Be self-directed, willing to take initiative, and detail-oriented
- Respect and maintain confidentiality of BBI's clients, volunteers, partners, and donors
- Computer skills are desired

### **Training & Supervision**

- Attends general volunteer orientation
- Completes office orientation which includes training on the following items:
  - The Do's & Don't of Outreach
  - Daily Chart Count/Filing System
  - Phone System/Correct way to contact clients
  - Restocking the testing rooms
  - Making Condom Packs
- Training and supervision conducted by: EDP Staff and Manager

### **Evaluation**

- All volunteers complete an evaluation regarding your volunteer experience with BBI.

### **Time Commitment**

- One to two days a week. During outreach events, two to three hours. Providing support in the office, one to two hours.

### **Benefits**

- Knowledge that you are working as a team to ensure that the office functions run smoothly.



- Work experience.
- The opportunity to give back to your community and help change a life!