



Community Outreach Volunteer **Volunteer Reports to: Health Education 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 their Bee Busy Wellness Center (home or site locations).
- Return all education samples and supplies to the Bee Busy Inc.'s office a day after 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.
- Must be able to pass background check for all school districts.
- Must have transportation and valid drivers license to volunteer in schools.

Training & Supervision

- Attends general volunteer orientation
- May be required to learn program curriculums and standard operating procedures
- May be required to complete online training on STD Facts & Fallacies available that is available at www.train.org

Evaluation

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

Time Commitment

- Minimum 125 Hours for classroom engagement.

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!