

VOLUNTEER ROLE DESCRIPTION

POSITION TITLE: Community Relations Volunteer; first and second level positions
COMMITMENT: when needed for one year, flexible
REPORTING: Provincial Office, Executive Services program

POSITION SUMMARY

To promote and assist in the function of the Options for Sexual Health Community Relations program by providing administrative support to the Opt Community Relations team, and sexual and reproductive health information to the public.

RESPONSIBILITIES

- Identify and evaluate opportunities to conduct outreach to the public
- Staff Opt outreach booths at health, community, volunteer and other events
- Be a vibrant, confident and professional Opt representative
- Provide administrative support to Opt departments, as needed

FUNCTIONS

ADMINISTRATIVE SUPPORT

- Assist in correspondence for Opt outreach events by making follow-up calls, writing letters or writing emails
- Compile appropriate materials for outreach events
- Communicate to the public about Opt mission and services
- Evaluate and keep statistics for outreach events
- Provide feedback and suggestions to assist in the continual improvement of the program

OUTREACH EVENTS (LEVEL TWO ONLY)

- Research outreach opportunities for Opt in the media, on the internet or community listings
- Accurately answer questions about reproductive and sexual health issues
- Distribute information on a variety of sexual and reproductive health issues
- Network with potential allies (i.e. other organizations and participants)
- Assist in setting up and taking down the Options for Sexual Health outreach display
- Assist in the development and creation of (outreach) resources and props when needed

GENERAL

- Recruit potential Opt members
- Be punctual and reliable when meeting commitments
- Identify self as a volunteer and/or wear nametag and/or Opt t-shirt
- Be non-judgmental and demonstrate confidential support
- Perform duties to the best of their ability and strive to meet reasonable expectations of performance
- Keep up-to-date with sexual health knowledge, and regularly visit the Community Relations forum on the Opt intranet on a monthly basis
- Comply with all Opt policies and procedures applicable to volunteers
- Commit to 8 volunteer hours/month

QUALIFICATIONS

- Committed to on-going learning in the area of sexuality
- Confident and skilful communicator
- Approachable, outgoing and comfortable engaging with the public
- Ability to work independently and as part of a team
- Available on the occasional weekend, weekday or evening
- Familiar with and able to speak on Opt's mission, philosophy, and services
- Able to attend regular Community Relations team meetings
- Access to own transportation an asset
- Strong birth control and STI knowledge base an asset
- Multilingual an asset

TRAINING

The prospective Community Relations **Level One** volunteer must:

- Attend Community Relations team meetings
- Successfully complete at least 16 hours of administrative support and/or observation training

The prospective Community Relations **Level Two** volunteer must:

- have completed Level One requirements
- successfully complete the on-line training course and half-day in-class training session
- attend Community Relations team meetings and commit to on-going training for education and skills upgrading when provided
- provide leadership and guidance to new Community Relations volunteers, as experience is gained

The supervisor will evaluate the volunteer's progress.

All positions at Opt require a commitment to the Opt mission, values, objectives, and confidentiality.