



## Volunteer Job Description

### **Title:** Marketing Materials Volunteer - Lead Position

#### **Key Responsibilities:**

*Managing marketing material distribution list for CYF programs. Keep supplies stocked in Larimer County offices and non-profit agencies, medical offices, local human service agencies and some businesses in 3 towns and rural areas. Commitment to checking on agencies on a monthly or quarterly basis as required. Supplying 3 – 5 volunteers and staff people with packets of materials to distribute and ability to take materials to places of business as needed.*

#### **Qualifications:**

*Mature, well organized, self-starter to manage a list of departments and agencies, as created by the Volunteer Coordinator and Marketing Committee at CYF. Professional phone etiquette desired. Ability to delegate and support volunteers over the phone. Good communication skills on phone, in person and via email. (This would be ideal for a group of friends!)*

#### **Training and Support:**

*Training and explanation of all tasks one-on-one by coordinator in a semi-busy office setting. Equipment and office space available to organize and sort, collect and complete packages of materials. Participation in an orientation and possible background check required. Ongoing support by phone and email from coordinator at any time.*

#### **Time Commitment:**

*2 hours of initial training and screening time. Orientation may be held on a Saturday morning. Flexible office hours. Work 2 to 4 hour shifts as needed or as desired.*

#### **Initial Impact:**

*Children and families who are involved with CYF services and who are at risk of poverty, abuse, neglect, drug addictions and criminal or unsafe behaviors benefit from the volunteer program. Marketing Materials support for the program coordinator will allow her to provide more consistent and ongoing support to mentors and volunteers, who meet with families and youth.*

#### **Sustainable Outcome:**

*The CYF Marketing Materials Lead volunteer and support volunteers will feel valued while they are working here and in the community, and will offer much needed, professional support to the staff in our division, through the volunteer program. Working as volunteers they can be assured that their impact will improve the quality of programs offered directly to clients while educating the community who serves them.*