



VOLUNTEER POSITION DESCRIPTION

TITLE: Ambassador

DESCRIPTION: Ambassadors are a vital part of spreading awareness and raising support for the Home in the community. Ambassadors represent the Home at fairs, schools, meetings, and events to educate the community about the Children's Attention Home and its many services.

QUALIFICATIONS:

1. Minimum age – 18
2. A friendly and professional demeanor.
3. Exemplary levels of responsibility, reliability, and punctuality.
4. Excellent communication skills, including public speaking, and organizational skills.

RESPONSIBILITIES:

1. Follow all rules, regulations, and policies of the Home.
2. Attend community events on behalf of the Home to educate and answer questions for the community as well as recruit volunteers for the Home.
3. Research and report back potential outreach opportunities.
4. Mentor new Ambassadors.
5. Conduct or assist with group and/or individualized campus tours.
6. Facilitate presentations with groups (civic, corporate, schools, faith-based, etc.).
7. Coordinate or assist with community fundraisers.
8. Staff information tables at career, college, and community fairs.
9. Provide community members with information regarding the Home's programs.
10. Promote the Home's mission and events on social media.
11. Serve as a role model and advocate of the Home's mission.

REQUIREMENTS:

- 4-8 hours of shadowing prior to working on your own
- Ability to commit to a minimum of 2 activities and 1 meeting per quarter
- Ability to secure transportation to and from meetings and events

REPORTS TO: Director, Development & Marketing (Katy Motsinger – kmotsinger@attentionhome.org)

DRESS CODE: Name badge & business casual attire to match the style of events and professionally represent the Home.

Agreement for Children's Attention Home Employees

By accepting a volunteer assignment with the Home, I understand, acknowledge, and agree to the following:

- I understand the requirements associated with performing the assigned tasks.
- I will hold in confidence all financial, donor, employee or resident information. This includes written or verbally communicated information that I am privy to in the performance of my duties.
- *For employees of the Children's Attention Home:* I understand that this role is strictly voluntary and I will not be financially compensated for fulfilling these duties. Additionally, the duties of the Ambassador role cannot impede on the required duties that I am already committed to through my employment at the CAH.

Katy Motsinger
Director, Development & Marketing

Ambassador Printed Name

Date

Ambassador Signature

Date