

Position Title: Community Outreach Volunteer

Supervisor: Janet Quiroga, Hotline Manager. Call at 425.252.6081 or email janet@victimsupportservices.org

How to Apply (Two options): Contact Janet for more information on the Community Outreach Volunteer position and to receive a Victim Support Services application via email or visit our website at <https://victimsupportservices.org/volunteer/volunteer-opportunities/> to download the application.

Applicant Type: Adults, individuals, students (must be 18 years or older), anyone interested in connecting with the community more.

Description: Victim Support Services provides advocacy services to those hurt or harmed by crime in King, Snohomish, Island, Whatcom and Skagit counties. Our mission is to support victims of crime through advocacy, education and awareness. As a Community Outreach Volunteer, you will help identify and coordinate (in conjunction with staff) outreach events and activities including; attending fairs and community events, tabling booths, networking meetings and more to help connect the community with VSS services for both external and internal community outreach purposes to communicate the mission and purpose of the organization.

Essential Position Functions:

- Help identify potential outreach and awareness opportunities
- Attend community events to represent VSS and the services we offer
- Engage community members

Location and Time Commitment: Our opportunities are flexible and can fit around your routine. Community Outreach Volunteers may work remote or in the VSS Administration Office (Everett, WA) or satellite offices in Oak Harbor, Sedro Woolley or Seattle. Time commitment and location is flexible and dependent upon outreach efforts and events.

Minimum Requirements: Strong interpersonal, written, and oral communication skills are required. Must have the ability to effectively prepare and present information and services on Victim Support Services to various groups. Must present self in a professional manner. The ability to work independently or with others to manage multiple tasks with minimal supervision is essential. Light physical demands with transporting, setting up and taking down outreach materials, banners, tables, booths and more. Must submit an application and/or resume, complete interview, criminal background check, able to maintain strict standards of confidentiality, must have access to a computer, email, internet and phone, reliable transportation, and prepare a mock outreach presentation before volunteering in the community unsupervised.

Volunteer Benefits: Volunteers get to make an impact on the community and those who may be affected by crime. Volunteers get to connect with others in the community we serve and help bring awareness to our services and other resources. Additionally, volunteers get practical experience with networking, communication skills, marketing and the confidence to build stronger partnerships.



Volunteer Position Description:
Community Outreach Volunteer

Community Needs Met: Help us engage community members in outreach programs to increase their knowledge of our agency and services. Together we can bring more awareness to our community to make sure no victim is left behind.

Position Description Agreement (for use upon volunteer or intern placement):

I have fully read and understand this position description, and I agree to adhere to the parameters of this voluntary role as stated above.

Applicant Signature: _____ Date: _____