



Volunteer Position Description

Communications Media Distributor

Overview:

Distribute Community Advocates' brochures, flyers, and other print materials to local organizations and agencies

Key Responsibilities:

- Deliver communications and promotional print materials to local agencies and organizations
- Routinely check to make sure local agencies and organizations are stocked with Community Advocates' print materials

Education and Support

- Each volunteer will receive training about the local agencies and organizations which will receive Community Advocates' print materials
- Volunteer will receive orientation to Community Advocates' policies, services, mission, staff and their responsibilities

Qualifications and Time Commitment

- Customer service oriented
- Reliable transportation
- Attention to detail
- Must maintain confidentiality of sensitive information Volunteer may see or hear while in the office
- Comfortable making phone calls and meeting new people
- Must have familiarity with the Greater Kalamazoo area
- Minimum of three months' commitment

Impact

- This project will help ensure that Community Advocates' print materials are distributed throughout Kalamazoo County and will be available to potential clients and providers who may make referrals to Community Advocates