



Volunteer Job Description

Community Outreach and Education

Position Overview

The Community Outreach and Education Volunteer plays a crucial role in advancing our organization's mission by connecting with residents, sharing information about our programs, and educating the community on relevant topics. This volunteer position is ideal for individuals passionate about making a positive impact, fostering community engagement, and enhancing public understanding of important issues.

Key Responsibilities

- Assist in organizing and participating in outreach events, workshops, and presentations in the community.
- Distribute informational materials and resources to community members at events and public spaces.
- Educate individuals and groups about the organization's programs, services, and initiatives.
- Engage with diverse populations to identify community needs and report feedback to the organization.
- Support the development of educational content and outreach materials.
- Serve as a positive representative of the organization at all times.
- Collaborate with staff and other volunteers to plan, implement, and evaluate outreach activities.
- Assist with social media and communication efforts to promote outreach events and educational campaigns, as needed.

Qualifications

- Strong communication and interpersonal skills.
- Passion for community service, education, and advocacy.
- Ability to work independently and as part of a team.
- Comfortable speaking to small or large groups.
- Comfortable using technology (projector/monitor/presentation equipment)
- Reliable, responsible, and punctual.
- Willingness to learn and adapt to new information.
- Previous experience in outreach or education is helpful but not required.

Time Commitment

Flexible scheduling is available, but volunteers are generally expected to commit to at least 4-8 hours per month, including occasional evenings and weekends, depending on events.

Training and Support

Volunteers will receive orientation and ongoing training in outreach practices, community engagement, and educational content. Staff will provide regular guidance and support.

Benefits

- Opportunity to make a meaningful difference in the community.
- Develop valuable communication and leadership skills.
- Gain experience in public education, outreach, and advocacy.
- Build connections with community members and local organizations.
- Receive recognition for volunteer service.

How to Apply

Interested individuals should submit a volunteer application online or contact the Volunteer Coordinator at carepreparedinc@gmail.com. We welcome volunteers from all backgrounds and encourage everyone passionate about community outreach and education to apply.