



## Outreach Volunteer Job Description

### Description:

The focus of the Outreach Volunteer is raising awareness of sexual violence in our community and informing people of NWCASA's ability to help. Outreach volunteers aid NWCASA in fundraising and advertising outreach events. As an Outreach Volunteer one may help organize, create, and attend events while engaging in meaningful relationships with the community.

**Hours per Month:** Based on agency needs

**Supervisor:** Community Engagement Specialist

### Responsibilities:

- Aid in setting up fundraising and outreach events
- Aid in advertisement of events
- Attend fundraising and outreach events as volunteers
- Generate positive connections and relationships within our communities (community members, local businesses, doctor offices, etc.)
  - Help generate awareness of sexual violence and NWCASA's ability to help
- Outreach volunteers must attend at least two volunteer meetings within a calendar year
- Outreach volunteers may also help in administrative tasks at the Arlington Heights or McHenry Office and have the ability to advance
- Must uphold all of NWCASA's stipulations in volunteer agreement and handbook

### Skills and Qualifications:

- Must be 40-Hour Crisis Intervention Trained
- Must be 17 years or older
- Knowledge of sexual violence issues
- Ability to deal sensitively with victims of sexual violence and their significant others
- Able to work independently and to prioritize/organize tasks
- Ability to provide own transportation to reach all fundraising and outreach events