

### **Outreach Volunteer Job Description**

**Description-** The focus of an Outreach Volunteer is to raise awareness of sexual violence in our communities and inform others of NWCASA's mission to help survivors of sexual violence. 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.

**Hourly Commitment-** Based on agency event calendar, availability to self-schedule

**Supervisor-** Advocacy Coordinator

### **Responsibilities-**

- Complete 40-Hour Sexual Assault Crisis Intervention Training prior to shadowing or taking shifts
- Must uphold all of NWCASA's stipulations in the volunteer agreement and handbook
- Assist in setting up fundraising and outreach for events
- Aid in advertisement and advertisement creation for events
- Generate positive connections and relationships within our communities (community members, local businesses, doctor offices, etc.)
- Attend at least two volunteer meetings within a calendar year
- May also help in administrative tasks at the Arlington Heights or McHenry Office

### **Eligibility and Qualifications-**

- All volunteers must complete the 40-Hour Sexual Assault Crisis Intervention Training
- Must be 17 years or older
- Knowledge of sexual violence issues
- Ability to deal sensitively with victims of sexual violence and their significant others
- Initiative to work independently and to prioritize/organize tasks
- Access to own transportation to reach NWCASA events
- Has not received any services as a client of NWCASA within the past year