

COMMUNITY LINKS
Position Description

Position Title: Donation Program Marketer

Purpose: Volunteers telephone local business to solicit items for the Donation Program.

Duties and Responsibilities:

- To abide by Community Links Code of Conduct and Statement of Confidentiality.
- To treat business owners, clients, other volunteers and staff with respect and dignity.
- To record volunteer time on assigned forms, and to turn in these forms at the end of each month.
- To inform supervisor in a timely manner concerning vacation, illness etc. that would require a substitute volunteer.
- To perform only those requests authorized by Community Links.
- To be prompt in keeping appointments and adhering to agreed upon schedules.
- To report as soon as possible any problems or concerns regarding a specific client, event or an unsafe situation.
- To solicit local businesses by telephone from the volunteer's home for an in-kind donation of clothing, hygiene products, kitchen supplies, baby items, etc.
- To follow up by visiting the business at a prearranged time to receive the donation.
- To deliver the donated items to Community Links.
- To write a thank you to the business for their donation (cards will be supplied).

Time Requirements:

- Time commitment is very flexible and will be discussed with the Volunteer Coordinator.
- Volunteers always have the right to refuse assignments.

Orientation and Training:

- Orientation to Community Links
- Direction and support from the Volunteer Coordinator.

Benefits:

- Make a difference in your community
- Be part of a successful community-based non profit organization
- Opportunity to become aware of social issues
- Develop confidence in public speaking skills
- Meet new people in the community

Skills, Qualifications and Eligibility Requirements:

- Volunteer must be reliable.
- Volunteer must possess good interpersonal skills and demonstrate respect to self and others.
- Volunteer must be compassionate and patient.
- Volunteer must provide 3 references.

Supervision:

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