



Women for a Healthy Environment Outreach and Event Volunteers

GENERAL DESCRIPTION

Reports to: Director of Healthy Homes

Women for a Healthy Environment (WHE) Outreach and Event Volunteers play a vital role in assisting WHE by tabling and attending events on our behalf. Every year, WHE gets invited to partner with and attend so many different events in our community. These events are a big opportunity for us to get the word out on our mission, raise funds, and much more. With the help of Outreach Volunteers, we are able to attend significantly more events in our community. This position works closely with other volunteers, Community Healthcare Workers and the Director of Healthy Homes.

SCHEDULE

Schedule varies depending on available events and the volunteer's schedule.

Note: This position only has shifts available as events arise. Directions for how to sign up for shifts are given during Outreach Training. Many events take place during the evening or weekend hours.

TRAINING REQUIRED

Must go through an Outreach and Tabling Training session conducted by the Director of Operations and Director of Healthy Homes to become an Outreach Volunteer. Additional training will be provided for those attending events in which they will need to sell merchandise or have other specific event knowledge.

RESPONSIBILITIES AND DUTIES

You play a huge role in keeping our clients informed and healthy Thank you for getting involved! 😊

- Provide exceptional customer service during all events; you are an ambassador for WHE
- Answer questions from the public and inform them of services provided by WHE.
- Review programmatic inquiries and discuss intake information with potential community members interested in assessments.
- Carrying and transporting of tabling materials such as tables, chairs, info documents, etc.
- Setting up and maintaining tables during events.

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- Taking photos for WHE at events.
- Staying up to date on WHE operations, learning stats, services provided, and other important information.
- Communicating with event planners and the WHE Healthy Homes team.

VOLUNTEER JOB DESCRIPTION

- Assisting with setting up, staffing, and breaking down before and after events.
- Other responsibilities that arise based on staff or event needs.

QUALIFICATIONS AND EXPERIENCE

- Must be customer-service-oriented and feel comfortable speaking to and working with members of the public.
- Should be comfortable accepting donations and/or handling payments.
- Experience with the WHE and our services is preferred but not required.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Must be in good health.
- Must be willing and able to perform all duties listed above.
- Must be comfortable working both indoor and outdoor as well as attending events for long periods of time.
- Federal Bureau of Investigation fingerprinting, Pennsylvania State Police and the Department of Human Services clearances and Mandatory Child Abuse Reporting training are required for this role as WHE interfaces with children and families.

To apply: email Lindsay@whepa.org