



RMHC-SWO Volunteer Job Description

Volunteer Role: Community Event Ambassador, Chapter Wide

Time Commitment: Length of event or initiative, plus prep time as needed

Shift Times: Varies, evenings and weekends

Reports to: Development Officer, Events

Our Mission	We provide essential services that remove barriers, strengthen families, and promote healing when children need healthcare.
Our Vision	A world where every family has what they need to ensure the best health outcomes for their children.
Our Values	We lead with compassion, we are deeply respectful, we act with integrity, and we are firmly committed.

The Community Event Ambassador serves as a representative of RMHC-SWO, supporting the organization's mission to "keep families close" for families with seriously ill children. This role involves promoting RMHC-SWO's programs, assisting with and ensuring the success of community events, building relationships with partners. Responsibilities include but are not limited to:

1. Event Support
 - i. Assisting in executing RMHC-SWO community events;
 - ii. Attending and representing RMHC-SWO at community events, ensuring professional and enthusiastic engagement with attendees; and
 - iii. Managing event logistics, such as setting up booths and distributing materials.
2. Community Outreach
 - i. Building relationships with community members, local businesses, and volunteers to foster support for RMHC-SWO;
 - ii. Promoting RMHC-SWO's programs and services to increase awareness and engagement; and
 - iii. Serving as an RMHC-SWO spokesperson at local engagements, ensuring clear communication of the mission and values.
3. Administrative Duties
 - i. Maintain accurate records of event participation, donor information and volunteer hours; and
 - ii. Provide post-event feedback and support the evaluation of event success.

Qualities and Preferred Skills:

- Passion for RMHC-SWO's mission and dedication to supporting families in need
- Previous experience in event planning, community outreach, or fundraising is preferred
- Strong interpersonal and communication skills, with the ability to engage diverse audiences

- Excellent organizational and multitasking abilities
- Ability to execute community events effectively
- Confidence in delivering RMHC-SWO's message to groups of varying sizes
- Strong networking and relationship-management skills with community partners and volunteers
- Quick thinking and adaptability to address challenges during events
- Collaborative approach to working with staff, volunteers, and stakeholders
- Competence in using Microsoft Office, email platforms, and Customer Relations Management software (CRM) tools