

## **VOLUNTEER JOB DESCRIPTION**

POSITION TITLE: Catholic Charities Community Ambassador  
DEPARTMENT: Catholic Charities Diocese of Charlotte  
REPORTS TO: Volunteer Coordinator  
POSITION SUMMARY: As part of a team of two or three, attend parish events to raise awareness of Catholic Charities and to inform the community about our purpose and services we provide. Also, provide ways interested persons can support Catholic Charities.

### PRIMARY RESPONSIBILITIES:

- Attend the CCDOC Ambassador Training.
- Work with Volunteer Coordinator to plan attendance at various local parish events.
- Attend scheduled parish events and follow protocol as trained.
- Represent Catholic Charities to raise awareness of the agency and educate local parish communities about CCDOC purpose and services.
- Maintain regular contact with Volunteer Coordinator.

### ADDITIONAL RESPONSIBILITIES:

- Maintain an accurate record of hours volunteered.
- Provide post-event evaluations to Volunteer Coordinator.

TIME COMMITMENT: Flexible; Varies according to event schedule.

JOB LOCATION: Varies; Charlotte Diocese parishes

### SKILLS REQUIRED:

- Leadership
- Ability to work with people
- Good communication skills; Public speaking experience helpful.

DRESS CODE: Appropriate for event; Name Tags, CCDOC t-shirts, table coverings, swag, brochures, etc. will be provided for volunteers to bring to events.

### REQUIREMENTS:

- Volunteer Profile
- Confidentiality Statement
- Acknowledgement of Receipt of Diocesan Conduct Policies
- Release for Background Check
- Completion of Protecting God's Children Workshop
- Interview with Office Director