

Outreach Coordinator Job Description

Position Title: Outreach Coordinator

Goal of the Position: To research and obtain resources for youth in Jefferson County to utilize.

Role: The Outreach Coordinator's role is to obtain donations from community businesses to enhance youth experiences within the mentor program.

Responsibilities:

- Continued knowledge of community recreational activities, businesses, programs, and events.
- Contact the community resources and secure donations of food, service and activities.
- Maintain clear communication with the Volunteer Coordinator.

Qualifications:

- To have a clear understanding of the needs and interests of Jefferson County youth.
- Skilled in working with community partners.
- Possess effective verbal and written communication skills.
- Completed mandatory background check and training.

Time Commitment

- Based upon the needs of and the length of the Jefferson County mentor program.
- 4-10 hours a month and at least 2 activities a month.

Supervision/Training

- Regular contact with the Volunteer Coordinator.
- Time spent researching possible community partners.

Benefits:

- Make a difference in the life of a youth in your community.
- Educate community partners on the needs of Jefferson County youth.
- Give back and contribute to the community.