



Volunteer Job Description Form

Department/Organization Office on Aging & Persons with Disabilities (OAPD)
701 N 25th Street Richmond, VA 23223

Volunteer Job Title Advocacy Ambassador
“Creating pathways to positive aging”

Brief Description of Position

Elder Ambassador’s aim to help older adults across the City of Richmond connect to resources and programs within the city. These individuals will serve as community program experts that work alongside the Office of Aging & Persons with Disabilities to advocate for populations within their communities. The objective is to serve seniors in their own communities, in their own language, within their own cultural norms, and does so where seniors live, worship, and socialize.

One year commitment required.

Snapshot of this Role:

- Sharing information about upcoming events
- Help with general office duties such as filing, mailings, and other administrative duties across all program areas as needed.
- Participate in civic engagement activities
- Attend community talks, serving as a liaison with OAPD

Skills Required Good written and verbal communication skills
Positive Attitude

Work Site Location Locations will vary depending on the need, however the main location will be 701 N 25th Street Richmond, VA 23223

*** Start Date:** June 3, 2019 **End Date:** December 31, 2019

<u>Day</u>	<u>Start Time</u>	<u>End Time</u>	<u># of Volunteers Needed</u>
Tuesday	10am	2pm	3
Wednesday	10am	2pm	3
Thursday	10am	2pm	3

Volunteer needs may vary by program schedule.

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