



Volunteer Job Description Form

- **Department/Organization:** Human Services/Office of Aging & Disability Services (OADS)

Location (please list additional work sites & pertinent info if volunteers will serve at more than one location):

Locations may vary around the City of Richmond; main office location is Huguenot Community Center, Building, 24 located 7945 Forest Hill Avenue, 23225.

Volunteer Position: Advocacy Ambassador

Advocacy Ambassador’s aim is to help older adults and persons with disabilities across the City of Richmond connect to the resources and programs within the city. These individuals will serve as community program liaisons who work alongside the Office of Aging & Disability Services staff to advocate for populations within their communities. The objective is to serve older adults and persons with physical and/or sensory disabilities in their own communities, in their own language, within their cultural norms, and does so where the persons live, worship, and socialize.

Volunteer Job Duties:

- Sharing information about the Office of Aging & Disability Services mission and overview
- Sharing information about upcoming events
- Participate in civic engagement activities
- Attend community talks as needed serving as a liaison with OADS staff person(s).

Skills Required:

- Positive attitude
- Good customer service skills
- Good verbal and written communication skills

What to wear and bring (i.e., gloves, water): Casual attire

<u>Project Date(s)</u>	<u>Start Time</u>	<u>End Time</u>	<u># of Volunteers Needed</u>
Ongoing	11 am	1 pm	3

***Volunteer needs may vary based on program scheduling.**

Contact Person(s):
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