

## Senior PharmAssist Job Description

### **Title: Outreach Volunteer**

#### Description of work:

The Outreach Volunteer will be responsible for representing Senior PharmAssist at outreach sites in the Durham community, increasing awareness of the program and providing information on community resources.

#### **Typical duties**

- Visit identified outreach sites and events with Senior PharmAssist materials provided.
- Distribute Senior PharmAssist outreach materials as needed, especially during peak seasons (i.e. before OEP).
- Stuff envelopes, prepare mailings, as needed.

#### **Organizational relationship**

The Volunteer Outreach Workers report to the Development and Communications Director, who will orient and train volunteers.

#### **Performance standards**

- Must be a positive and cheerful presence with older adults and other community members.
- Must have good communication skills and like to talk to all kinds of people
- Must be able to participate in all trainings relevant to the position.
- Should be able to work independently in the community with materials provided.

#### **Qualifications**

- Must have transportation to Outreach sites
- Helpful but not required: ability to carry a fold-up table and chairs and outreach materials to set up and break down informational tables at health fairs and other events.