



Position: Community outreach volunteer

Reports to: Community development manager

Objective

To promote the AIDS Action Council and its services and causes through providing a friendly and professional face to the organisation at public stalls.

Project

The AIDS Action Council holds stalls at many public events including markets, festivals, university orientation weeks, SpringOut Fairday and World AIDS Awareness Week.

The target audiences of these stalls may vary, and the focus and content of these stalls are adjusted appropriately.

Responsibilities

- Assist with setting up and taking down stall.
- Greet members of the public who approach the stall.
- Listen to questions and requests and provide materials or referral information as appropriate.
- Record interactions with difficult individuals and bring to the attention of a staff member at first opportunity.
- Keep the stall area tidy and restock materials as necessary.
- Maintain the confidentiality of individuals and be discreet.
- Collect and secure fundraising monies.
- Make a meaningful contribution to an effective and empowered working environment by meeting OH&S requirements and suggesting improvements as appropriate

Training

- A two-hour training session on community education.
- 'On the job' training during a stall supervised by trainer.

Time commitment

Rosters are prepared for each event and time commitments may vary. Volunteers are invited to sign up for events and times that suit their availability.