**Family and Consumer Sciences**

**Volunteer Program Position Description**

**PROMOTER**

**Position Title:**

Promotion Volunteer

**Purpose of Position:**

To promote awareness, and market Family and Consumer Sciences programming to the public.

**Responsibilities:**

* Assist in developing public awareness and marketing campaignsfor Family and Consumer Sciences programs.
* Participate in the set-up and operation of display tables or information booths at educational events.
* Make promotional and follow-up phone calls.
* Prepare promotional and presentation handouts.
* Copy, organize, and assemble information packets.
* Assist county Educator in outreach, as needed.
* Track and maintain outcome records.

**Training and Support:**

* Complete 6 hours of online training prior to orientation.
* Attend in-person orientation.
* An additional10 hours of training is required at the county level before beginning service.
* County Educators/Coordinators will provide additional leadership and support, as needed.

**Reporting**:

* This position reports to the County Educator or Coordinator.
* Additional reporting to the OSUE Family and Consumer Sciences Volunteer Program Coordinator.
* Documentation of all activities is required.

**Time Commitment:**

* This position requires the provision of a minimum of 20 volunteer hours of service to Family and Consumer Sciences Volunteer Program per year.
* Volunteer hours may be performed weekends or weekdays, depending on need and may vary seasonally.

**Qualifications:**

* High School Diploma or Equivalent.
* Basic knowledge of Family and Consumer Sciences programming.
* Ability to work well with others and respond to instructions from supervisor.
* Ability to relate to diverse audiences.
* Ability to communicate effectively both in-person and in writing.
* Maintains professional behavior.
* Well organized.
* Ability to transport self and materials to multiple locations.

**Level of Background screening required:**

* Volunteers will be subject to an online background check. A BCI check may be required if working with vulnerable populations.
* Volunteers must provide two references and participate in an interview screening.
* All volunteers must agree to the OSU Extension Standards of Behavior.

Date:

Volunteer signature:

Date:

Extension Educator/Coordinator or County Director:

*09/30/2016*