

Senior Charity Care Foundation Client Recruitment Volunteer

Position Title: Client Recruitment Volunteer

Work Location: Senior living facilities within Davis County, Salt Lake, Summit, Tooele, Wasatch and Weber Counties.

Commitment Expected: one-time and on-going opportunities available (minimum 2 hours per senior social/booth required)

Purpose of the Position: Promote SCCF at senior living facilities by hosting client recruitment activities with the goal of bringing on new clients. Host 1 recruitment activity for every 2 hours of service per week.

Responsibilities and Duties:

- Coordinate with SCCF AmeriCorps Members to schedule a date, time and location to hold recruiting activities. (AmeriCorps Members will take the lead on scheduling.)
- Set up, host, and take down materials and supplies.
- Submit sign-in sheets with names and contact information and any completed applications to the SCCF office within 24 hours of activity.
- Assist with scouting new locations to serve. (This responsibility may take place at home as an addition to recruiting activities.)

Qualifications:

- A desire to serve seniors in need and give back to your community.
- Must be a U.S. citizen, U.S. national, or legal permanent resident alien of the United States.
- Must pass a criminal background check.
- High School Diploma/GED.
- Good written and verbal communication skills.
- Computer skills, including proficiency in the Microsoft Office Suite and Google Cloud Services (Google Drive Docs, Sheets, Calendar, etc.).
- Multilingual applicants are encouraged.

Training:

- Office training with AmeriCorps Program Director and AmeriCorps members to learn about the SCCF programs.
- Attendance of at least one each of the vision and dental clinics.
- Initial recruitment activities to be held with an AmeriCorps Member present with a transition to independent hosting when appropriate and ready.

Start Date: flexible