

STAR Council Job Description

Title: Volunteer for Prevention Programs

Reports to: Prevention Program Coordinator

Position Responsibilities:

- Assist in planning alternative events. Ways to assist include, but are not exclusive to:
 - Distribution of posters and fliers for the event
 - Making contact and follow up calls to participants in the activity
 - Solicit donations for the activity as needed

- Assist in gathering materials needed for health fairs.
- Assist with Prevention summer camps as an adult leader.
- Assist in making follow up contacts by phone for Tobacco Retailer visits.
- Assist in preparation of workshop packets and classroom set up for staff trainings, coalition meetings and MIP classes.
- Send thank you cards or letters to program donors or community partners.
- Distribute in-kind forms as needed for program donations.

Necessary Skills:

- Ability to communicate effectively, both orally and in writing.
- Knowledge of English grammar, punctuation and forms of correspondence.
- Knowledge of general office practices and procedures.
- Knowledge of computers, printers and have the ability to type accurately.

Physical Requirements: Within the general range of an office environment.

I have received and read a copy of this job description and agree that it is an accurate reflection of my job.

Printed Name: _____

Signature: _____

Date: _____