**OUTREACH VOLUNTEER ROLE**

|  |  |
| --- | --- |
| **Supported By** | The Volunteer is supported by Centre Manager |
| **About the Role** | It is ARC’s mission to ensure that everyone is aware of, and able to access ARC services.Our Outreach Volunteers play a vital role in connecting ARC with our local communities and sharing ARC information and events through attendance at key events, conferences and hosting information stands in hospitals.  |
| **What our Volunteers Do** | ***Core Activities**** Participate in events
* Flyer and poster drop to local and partner hospitals
* Manning information stands at events and hospitals and other public settings
* Provide information and referral services to individuals, families, or communities
* Provide feedback and suggestions to improve community outreach efforts

***Little bit of administration and policy**** Recording of client details and contact onto ARCs database system where appropriate.
* Always adhere to ARC’s policies and procedures
 |
| **Time Commitment** | We will match our activities with your preferred availability* Flyer and Poster Drops – once per month
* Information stands in hospitals – once per month – usually half to full day
* Events and Conferences – ad hoc – usually half to full day
 |
| **Experience** | No experience required, all training and ongoing support will be provided |
| **What we look for in our volunteers** | Our volunteers are the heart of ARC. They are friendly, warm and empathic people with good listening skills. They love talking and supporting ARC clients in person, by phone and/or over e-mail. Conversational English is necessary and if you speak a second language, that’s a bonus! A little bit of experience (personal or professional) in and being comfortable with using computers is useful as we manage client information through a database and volunteers update this from time to time. Some knowledge and understanding of cancer and its impact on people’s life is desirable but not essential.  |

**VOLUNTEER COMMITMENT**

|  |  |
| --- | --- |
| **Volunteer Hours** | Outreach volunteering hours would mainly occur during our core service hours. Some events and conferences may be held at weekend or in late evening. |
| **Locations** | Our Outreach Volunteers would support wider communities of our three centres* 65 Eccles Street, Dublin 7
* Lowell House, 23 Herbert Avenue, Dublin 4
* 557/9 South Circular Road, Dublin 8
 |
| **Training and Support** | ARC provide all necessary induction training to volunteers.We also provide support meetings as well as ad hoc information talks and opportunities for additional training. |