



Inspiring Hope + Wellness in Our Community

VOLUNTEER POSITION DESCRIPTION

Position Title: Carizon Ambassador	Reports To: Fund Development Coordinator
Program: Corporate - Communications	Location: 400 Queen & Community Locations

POSITION OVERVIEW:

Carizon is a multi-service community organization committed to improving the future of individuals and families through supportive, therapeutic and preventative programs. This role provides support to Carizon programs by helping to enhance knowledge and increase visibility of the agency in the community.

KEY RESPONSIBILITIES:

- Represent Carizon at information events in the community (Kitchener, Waterloo, Cambridge)
- Visit community locations to distribute agency materials for display and information purposes
- Keep up-to-date on the services that Carizon offers
- Set-up and man displays upon request
- Provide tours and information to visiting guests

TIME:

- Ongoing; 3-5 months as needed
- Some evenings and weekends required

BOUNDARIES:

- Must adhere to the Code of Ethics of Carizon
- Strict observance of client confidentiality

QUALIFICATIONS:

- Good verbal communication skills; public speaking experience is an asset
- Friendly, approachable, professional and enthusiastic
- Punctual, dependable and organized
- Able to work independently with minimal supervision
- Ability to interact with diverse populations
- Interest in philanthropic endeavours
- Police check required

SUPPORT:

- Organizational information training will be provided along with on-going support
- Reimbursement for expenses/mileage with prior approval

DRESS:

- Appropriate to events
- Observe scent-free environment in office

Police Information Check is required.

To apply: E-mail: kmcarthur@carizon.ca Please ensure you state the position title in the email subject line.

*Carizon is an equal opportunity employer and supports workforce diversity. At Carizon, we believe that diversity enriches our performance, clients, services offered, the communities where we live and work, and the lives of our employees and volunteers.