



Nanaimo Lifeline Check-In Service

“Volunteer Marketing Rep” Role Description

Purpose: To distribute Lifeline Check-In info materials and liaise with potential contacts in the community and communicate with Check-In administration for required follow-up

Activities

1. Drop off the Senior Connections newsletter and/or Lifeline Check-In info rack cards/pamphlets/brochures to relevant locations around the community.
2. Liaise/communicate with location staff/ reps about what the Check-In Service is, who it's for and how it relates to Seniors Connect project.
3. Generate leads for new locations and follow-up with admin.

Requirements of the Volunteer

1. Excellent communication skills.
2. Cheerful and enthusiastic personality.
3. Strong time management skills.
4. Ability to work independently and with little supervision.
5. Has own transportation.
6. Patience, tactfulness and reliability.

Parameters of Service

1. Hours: Minimum 2-4 hours per month (Flexible)
2. Supervision: Provided by the Lifeline Check-in Volunteer Coordinator
3. Location: Lifeline office at 202-1801 Bowen Road and Regional Dist. of Nanaimo

Orientation and Training:

1. Be available for an orientation to the Check-in Service by Lifeline staff and volunteers. This includes policies and procedures of Nanaimo & District Hospital Foundation volunteers and orientation to Lifeline's full services.
2. Continuing training and information sharing sessions as provided through Lifeline Program.