



## **REGIONAL VOLUNTEER**

The Regional Volunteer promotes a positive, professional image of United Through Reading at various activities within the local community. The volunteer is supervised by the appropriate Military Program Manager and works in close cooperation and coordination with the Military Program Manager, Event Coordinator, or other United Through Reading staff responsible for the engagement.

### Responsibilities and Requirements:

- Communicate with the public and military families at events
- Staff United Through Reading Resource Table at events
- Attend functions as representative of United Through Reading
- Greet clients and/or donors at events
- Distribute resource/promotional materials
- Articulate program overview and benefits to attendees
- Collect contact information for potential volunteers, commands, and/or follow-up questions
- Submit after-action report to appropriate United Through Reading Program Manager
- Report hours according to United Through Reading Volunteer Time Tracking Policy

### Attributes:

- Excellent verbal and written communications skills
- Excellent inter-personal skills
- Familiarity with the United Through Reading, its mission and goals
- Familiarity with the Uniformed Services
- Access to military installations, as needed
- Ability to speak in front of large and/or small audiences
- Ability to travel within local geography
- Ability to work during weekdays, evenings, or weekends, as needed

### Benefits:

- Positive impact on military service members and their families
- Promote literacy among school aged children
- Networking among the military and military support communities
- Professional Skills Development: public speaking, publicity, communications

### Commitment:

- Probationary term, 5 events
- Reevaluated annually
- Ongoing time commitment at the discretion of the volunteer and needs of the program