

**Title:** Community Outreach Volunteer  
**Location(s):** San Francisco, San Mateo County, and/or Santa Clara County  
**Host Name:** Government and Community Affairs Director

**Summary of Volunteer Position:**

The Community Outreach Volunteer Program will allow individuals to assist NEMS staff with fairs, festivals, or local community events to interact with event participants. The position may also allow volunteers to work on special projects or administrative duties as appropriate. The position may require volunteering during weekends and evenings.

**Essential Functions:**

- Assist NEMS outreach staff at community events and festivals
- Greet attendees with a positive spirit at various events
- Help with various special projects such as, but not limited to, researching, writing analyses, and developing PowerPoint (or other equivalent) presentations.
- May attend community meetings with NEMS staff
- Deliver a positive impression of NEMS
- Assist in administrative duties as appropriate

**Preferred Qualifications:**

- Excellent communication and/or organizational skills
- Previous experience in community outreach
- Interest in a career in community health, health education, and/or public health

**Language:**

- Fluent reading, writing, and speaking in English are required
- Fluent speaking in Chinese, Spanish, or another language is preferred

**This is a volunteer position.** I, the undersigned, acknowledge that I have read, understood, and accepted this position description and am able to perform these essential job functions without restrictions. I also understand that it may be modified from time to time.

\_\_\_\_\_  
Volunteer Print Name

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

*If the volunteer is under 18 years of age, please also have your parent/guardian sign below:*

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Volunteer Coordinator Name

\_\_\_\_\_  
Volunteer Coordinator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
NEMS Host Name

\_\_\_\_\_  
NEMS Host Title



# NORTH EAST MEDICAL SERVICES VOLUNTEER POSITION DESCRIPTION

---

NEMS Host Signature

---

Date