



Planned Parenthood Columbia Willamette

VOLUNTEER DESCRIPTION

Planned Parenthood Columbia Willamette

TITLE: PPCW Outreach Volunteer	LOCATION: Various
REPORTS TO: Volunteer Engagement Manager	LAST REVIEWED: 4/3/2024

Position Summary

The PPCW Outreach Volunteer supports the PPCW Education and Development Team’s initiatives to engage our community. This community engagement is done to increase awareness of our services and education materials as well as foster new and existing community partnerships. The PPCW Outreach Volunteer furthers our mission to promote sexual and reproductive healthcare in Oregon and Southwest Washington.

Essential Functions

Outreach Activities:

- Represent PPCW at community outreach events and third-party fundraisers
 - Setup and breakdown of Planned Parenthood booth
 - Talk with public about PPCW services and direct them to further information as needed
 - Inform potential donors how they can make a donation to support PPCW’s mission
 - Engage community through Sexual and Reproductive Health Trivia
- Track and submit Outreach Activity Report after event attendance
- Report any suspicious behavior or signs of abuse to PPCW staff
- Maintain strict confidentiality

Outreach Supplies Maintenance:

- Support once per quarter organizing our stock supplies for various outreach events in your regional office
- Assemble, pick up and return outreach supplies to your regional office

Qualifications, Competencies, and Skills

Required Qualifications:

- Ability to volunteer a minimum of two 4-hour shifts per month(if opportunities are available) with a minimum 6-month commitment
- Comfort in engaging with diverse communities including varying ages, race, ethnicity, etc.

Preferred Qualifications:

- Experience in outreach, tabling, or education
- Comfort in discussing donations and asking for donations to PPCW
- Ability to conversationally speak in English as well as Spanish, Russian, Vietnamese, Chinese, or Arabic (Highly preferred)

Physical Requirements:

- Must be able to remain in a stationary position for 50% of the time or more
- Complete job functions in outdoor weather conditions
- Transport self and outreach activity supplies to and from health center and event location for volunteer shift

In This Together Workplace Values

We practice accountability	We take personal responsibility for the quality and timeliness of work and we accept responsibility for mistakes and identify ways to improve. We communicate expectations of others clearly and directly and we comply with established policies, rules, and workplace expectations.
We tend to the team	We build positive working relationships, practice kindness, appreciate individual contributions, give encouragement, have open conversations, communicate, and invest in team building.
We respect and honor all people	We make meaningful connections, seek out and learn different perspectives, acknowledge and check our own biases, recognize harmful behaviors, challenge inequities, and practice gestures of inclusion.
We jump in	We pay attention to tasks that need to be completed, ask before we contribute, consider whether we are the best person to jump in/out, and we are mindful of stigmas that others may face.
We try and we learn	We keep up to date on and apply best practices and research from our professional fields and we take time to reflect on and capture what is learned during our work experiences and apply this new learning. We establish measures of success up front, and we ask about and create room for dissent.
We care for our business	We discuss the business and financial aspects of PPCW, discuss cost-saving and revenue-generating strategies with each other, practice compliance by conducting business in an ethical and legal manner, avoid conflicts of interest, and we speak up and report concerns.
We return to our mission	We ensure our activities and priorities are aligned with the mission, we reflect on PPCW's mission and our contributions to it, we prioritize self-care, and we acknowledge when Planned Parenthood and our values are under threat in our local and/or national communities.

I have read and understand my volunteer duties as described above. I agree to accept the responsibilities and duties as outlined and I will perform these duties to the best of my knowledge and ability.

Volunteer Name **Volunteer Signature** **Date**

Supervisor Name **Supervisor Signature** **Date**