

**Are you outgoing, welcoming, and passionate about sharing the mission of DAIS?** DAIS Ambassador Volunteers are the friendly faces of our organization, connecting with the community and spreading awareness about our services. Ambassadors attend community events, fairs, and tabling opportunities to share information and start meaningful conversations. They may also help post event flyers around the community and lend a hand at larger DAIS fundraising events – all while helping DAIS build strong, visible connections across Dane County.

**GENERAL RESPONSIBILITIES:**

DAIS Ambassadors represent DAIS at various community events to help expand our presence in the community. Responsibilities include supporting DAIS at community-based and annual events, distributing brochures and other outreach information, answering general questions within the guidelines provided, and delivering DAIS materials to local agencies that request resources. DAIS Ambassador Volunteers must adhere to the DAIS Confidentiality Policy, Volunteer Protocols & Procedures, Ambassador Protocols & Procedures, and the agency's Code of Ethics.

**SPECIFIC RESPONSIBILITIES**

- Assist with the set-up, coordination, and break down of community outreach and formal events.
- Provide day-of event support for events such as working at a registration table or selling raffle tickets.
- Obtaining a general knowledge of the programs and services DAIS offers and articulating information to others in alignment with DAIS Ambassador program guidance.
- Support various DAIS departments such as our Prevention Outreach Education & Training (POET) team as well as the development team.
- Provide support for Domestic Violence Awareness Month (DVAM) and other DAIS hosted events.
- Attending and tabling at community events, including networking and disseminating information to community members.
- Disseminating outreach and event information throughout the Dane County Community.
- Upholding DAIS confidentiality requirements in every interaction.
- Attend Essentials Program Training and Ambassador Training.
- Access to a reliable automobile may be required for some Ambassador duties.

## **DAIS' RESPONSIBILITIES TO AMBASSADOR VOLUNTEERS**

- Train volunteers in the skills necessary to effectively cover the responsibilities of a DAIS Ambassador Volunteer.
- Provide ongoing training and information.
- Be available for consultation and support.
- Provide reference letters and/or documentation of volunteer hours for employment and education purposes. Letters will be written based on the Volunteer Manager's knowledge of the volunteers' service and any documentation maintained in their volunteer file.

## **QUALIFICATIONS**

- Must be at least 18 years of age.
- Must be able to communicate clearly and effectively in person.
- Access to reliable transportation and an ability to uphold commitment to events.
- A commitment to DAIS mission, vision, values.
- Ability to stand for an extended period of time.
- The ability to lift and carry tabling supplies weighing up to 20 pounds unassisted (tables, chairs, tents, etc.)
- Ability to volunteer at indoor and outdoor event venues.
- Must be able to maintain strict confidentiality
- Bilingual applicants are encouraged to apply.

## **TIME COMMITMENT:**

- Ambassador outreach and special events occur primarily on weekends, though they may also take place during the week or in the evenings. An estimated 2-4 hours per month is the expected time commitment.

## **TRAINING**

- Essential Training.
- Program Specific Training.