



Position Title: Outreach Volunteer

Reports to: Outreach Coordinator/Staff

Overview of Position:

The Outreach Volunteer assists Richmond Main Street with letting the community know about its community events and programs.

Specific Tasks:

1. Pass out event flyers and postcards to local merchants/businesses and pedestrians.
2. Assemble sponsorship/fundraiser letters.
3. Pass out, collect, and/or conduct surveys.

Time Required: 2-4 hours/event

Qualifications

Physical/Age Requirements 16+ years of age, ability to walk/stand for 2-3 hours

Skills/Education Customer and professionalism service skills, organizational skills

Experience Volunteer experience a plus

Training Required minimal, day of volunteer shift

Other Enthusiasm for Richmond Main Street and the revitalization of Downtown Richmond

Benefits to Volunteer Giving back to the Richmond and greater Bay Area community; community service hours

Contact Alicia Gallo: outreach@richmondmainstreet.org or (510) 236-4049 for more information.