



HEALTH / FINANCES / CONNECTING / GIVING / ENJOYING

Community Specialist **Volunteer Position Description**

Purpose of Volunteer Position

The *Community Specialist is a resource* (organizer, advocate, strategist, advisor, catalyst/facilitator and researcher/analyst) to other AARP volunteers and communities to realize AARP NH and Divided We Fail's vision by creating a local presence. This position is the "*eyes and ears*" in the community.

Responsibilities of Volunteer Position

1. *Assess community needs* and AARP resources; recommend ways to integrate those with AARP and Divided We Fail national goals (in consultation with the Community Leader and New Hampshire State Office Staff)
2. *Identify opportunities* to involve AARP members and other in the community to achieve AARP/Divided We Fail's presence.
3. Provide *guidance to volunteers* to help envision and focus on new ways to establish AARP/Divided We Fail structures, programs and activities.
4. Provide *consultative services to AARP volunteers* to engage AARP members and others to organize and work together for mutual interests and goals.
5. Assist the Community Leader and NHSO staff to *form and nurture community councils* and other AARP-NH community structures (chapters, units, alternative groups, information centers, programs, etc.)
6. Enhance the *involvement of Community Councils* and/or other AARP structures to work on national and local issues, campaigns and community service projects (in consultation with Community Leaders, NHSO and key volunteers)
7. Facilitate the *development of local action teams* in partnership with the Community Leader/NHSO.
8. *Prepare reports and schedules* as requested by the NHSO and Community Leaders.



DividedWeFail.org

Qualifications for Volunteer Position

1. ***Commitment to the vision, mission, positions and goals of AARP and the Divided We Fail campaign.***
2. Ability to ***work well with diverse populations*** and in a ***non-partisan*** fashion.
3. Ability to ***travel*** throughout the community with ***occasional*** travel outside community as needed.
4. Candidates must have **strong skills** in the following areas:
 - a. Community organizing and program development techniques
 - b. Non-legislative advocacy techniques
 - c. Community planning including needs assessment, external partnerships, community service delivery.
 - d. Goal setting and action strategy planning.
 - e. Networking, negotiation and collaboration (good communication skills)
 - f. Possess basic computer skills.

Other Information Pertinent to Volunteer Position

1. Term/length of service: one year commitment is recommended and reappointment is based on mutual agreement between volunteer and AARP NH.
2. Time required: up to 15 hours per week.
3. Training required:
 - a. AARP Cornerstone Volunteer Orientation Training
 - b. Position-specific and other training as necessary.
4. Appointed by: State Coordinator for Community Outreach with concurrence of the State Director.
5. Supervisor: State Coordinator for Community Outreach.
6. Progress review: volunteer job performance is monitored on an ongoing basis and reviewed annually by the staff in the state office and other volunteer leaders as appropriate.
7. Reimbursement of expenses: travel, subsistence and other necessary incidental expenses incurred while fulfilling volunteer responsibilities. Expense statements for the Community Specialist are approved by the state office for reimbursement.
8. AARP New Hampshire staff will support quarterly luncheon meetings for your volunteer team, and recognition dinners will be held in your region annually.

Interested Parties should contact:

Deborah Sprague at dsprague@aarp.org or call 603-621-1011

It is the policy of the Association that all AARP volunteers will receive equal opportunity and treatment throughout recruitment, appointment, training, and service. There will be no discrimination based on age, disabilities, gender, race, national or ethnic origin, religion, economic status, or sexual orientation. (11/95)