



HEALTH / FINANCES / CONNECTING / GIVING / ENJOYING

## ***Exhibit and Special Events*** **Volunteer Position Description**

### **Purpose of Volunteer Position**

To *attend exhibits and special events on an as needed basis* to promote the programs and services provided by AARP NH and Divided We Fail. This is a perfect volunteer opportunity for someone who *enjoys public events and talking to people*. This is a *flexible position* and well suited for someone who can not commit to a regular volunteer schedule.

### **Responsibilities of Volunteer Position**

1. Can take an Event Action Plan and set-up, man and break down the event. ( In most cases a staff or volunteer lead will also participate in the event)
2. Willingness to become knowledgeable about AARP issues and policies; understands and supports AARP's advocacy positions and provides support on these issues as needed.
3. Will be visible and engaged at assigned AARP and non-AARP events within the community.
4. Is an ambassador for AARP to the public, private, voluntary and informal sectors.
5. Ability to communicate with NHSO staff and/or Community Leader to accomplish AARP/DWF goals and objectives.
6. This is a support role and not a supervisory role. The NHSO or the Community Volunteer Leader would serve as your point of contact.



## **Qualifications for Volunteer Position**

1. Willingness to deliver quality events for our members.
2. ***Commitment to the vision, mission, positions and goals of AARP and the Divided We Fail campaign.***
3. Comfortable with ***answering questions at exhibits*** and can deliver the message of AARP and Divided We Fail.
4. Ability to ***work well with diverse populations*** and in a ***non-partisan*** fashion.
5. Ability to ***travel*** throughout the community with ***occasional*** travel outside community as needed.

## **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: as needed; 6-10 hours a month.
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 Exhibit Volunteers 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](mailto: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)*