

## **Enrich Outreach Ambassador (Volunteer)**

**Position Type:** Volunteer | Office-Based

**Location:** FFC Office

**Time Commitment:** Approximately 4 hours per week | Minimum 3-month commitment preferred

### **Role Overview**

The Enrich Outreach Ambassador is a dedicated volunteer role designed for individuals who are passionate about supporting foster youth and strengthening community connections. This role works closely with the Enrich Coordinator and reports to the Enrich Manager to support outreach, organization, and behind-the-scenes efforts that help make Enrich activities and partnerships successful.

This position is office-based due to the confidential nature of records and information being handled. Enrich Outreach Ambassadors are considered part of FFC's committed volunteer group and play an important role in supporting the consistency and quality of our Enrich program.

### **Key Responsibilities**

Enrich Outreach Ambassadors may support with:

- Assisting with outreach efforts to community partners, volunteers, and event contacts
- Supporting organization and tracking related to Enrich activities, volunteers, and partnerships
- Preparing materials, packets, and communications for Enrich events and initiatives
- Assisting with data entry, record organization, and documentation related to Enrich programming
- Supporting scheduling, confirmations, and follow-up communications
- Providing general program support to the Enrich Coordinator as needed

*(Note: Responsibilities may vary based on program needs and volunteer interests/strengths.)*

### **Ideal Candidate**

We are looking for someone who:

- Is aligned with FFC's mission and values
- Enjoys supporting meaningful work through organization, follow-through, and attention to detail
- Is comfortable working in an office environment
- Understands the importance of confidentiality and professionalism
- Is reliable, communicative, and able to commit to a consistent weekly schedule
- Enjoys being part of a collaborative team and supporting program success behind the scenes

## **Requirements & Expectations**

To ensure a safe, supportive, and professional environment for the youth and families we serve, Enrich Outreach Ambassadors are asked to:

- Complete a volunteer application and interview
- Participate in onboarding training (initial training week, with ongoing learning and coaching)
- Sign a confidentiality agreement
- Maintain reliable attendance and professionalism
- Successfully complete (or be willing to complete) a Level 2 background screening  
*(Screening costs are covered by FFC)*