



## Volunteer Position Description Everyday Advocates Team

**Purpose:** To promote volunteer mentoring opportunities with Big Brothers Big Sisters of the Greater Twin Cities (BBBS).

**BBBS Report and Contact:** Mike Marcotte, Marketing Events Coordinator  
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E-mail: mmarcotte@bigstwincities.org

### Responsibilities:

1. This is a volunteer position; however, it is unique because you can get out of it exactly what you want to. Possibilities are endless. BBBS is very open to making sure you get what you want out of this opportunity.
2. Broaden awareness of volunteer opportunities within BBBS' 10-county service area via any of the following methods: hosting an event, booth or table; presenting to a corporate or community group; promoting opportunities through personal/professional contacts; flyering neighborhood establishments; or sending e-mail referrals.
3. Duties may include set-up and tear-down of agency display, and, on occasion, delivery of display/materials to the BBBS office in St. Paul.
4. Attend a EAT event within first year of joining the team (e.g. Discussion Board, EAT Lunch)
5. Engage in a minimum of two recruitment events annually. Recruitment events must be pre-approved by communicating with Mike Marcotte, Marketing Events Coordinator.

### Qualifications:

1. Enthusiasm for BBBS programs and a belief in the importance of its mission: "To enrich young people's lives through one-to-one friendships".
2. Willingness to work individually and as part of a team.
3. Ability and willingness to speak publicly about BBBS volunteer opportunities, which may include engaging members of the general public in conversation at recruitment events and/or presentations to groups (on a more limited basis).
4. Willingness to utilize personal and professional networks to increase visibility and further the mission of BBBS.
5. Knowledge of BBBS programs and volunteer opportunities, or the willingness and ability to learn them.
6. Volunteers are expected to provide their own transportation to events.
7. Ability to follow through with volunteer commitments.
8. Everyday Advocates must be willing to submit to a criminal background check, and under specific circumstances may be asked to undergo one. An additional background check will not be required for Big Brothers & Big Sisters who are actively matched.

### Benefits:

1. Personal satisfaction of knowing that you are helping children by assisting in the recruitment of caring and dedicated volunteer mentors.
2. Opportunity to develop communication and presentation skills.
3. Opportunity to network with professionals and individuals interested in youth mentoring.
4. Recognition by others in the agency and community.
5. Opportunity to share your own personal experiences as a Big (if applicable).
6. Meet new people, including fellow volunteers, BBBS staff and community members.
7. Volunteer expenses are tax-deductible.