TITLE: Volunteer Advocate/Lobbyist

REPORTS TO: Volunteer Coordinator

POSITION SUMMARY: A support position to assist BVCA in advocating for better living standards for lower income individuals/families facing disadvantages in our local communities.

ACCOUNTABILITIES:
1. Advocate for individuals/families in seeking out and accessing resources to improve their self-sufficiency.
2. Inform legislators of the impacts of pending legislation (negative or positive) on low-income or disadvantaged families.
3. Follow BVCA policies and procedures as well as direction from Volunteer Coordinator.

RESPONSIBILITIES AND DUTIES:
1. Advocate for individuals/Families in seeking out and accessing resources to improve their self-sufficiency.
   a. Work with caseworkers to assist with individuals/families needs to access services.
   b. Assist clients with process and with insuring agencies continue to assist clients to their fullest extent.
   c. Work with community leaders to help create community resources where they do not exist.
2. Inform legislators of the impacts of pending legislation (negative or positive) on low-income or disadvantaged families.
   a. Maintain an awareness and research legislation that impacts the lives of the low-income individuals/families.
   b. Work with BVCA management personnel and Association leaders to visit with Nebraska legislators on needed legislation.
3. Follow BVCA policies and procedures, as well as direction from Volunteer Coordinator.
   a. Keep confidential all information pertaining to individual families and organization strategies.
   b. Maintain awareness to the Volunteer Handbook and adheres to agency policies and procedures as they relate to volunteers.
   c. Performs related duties in a professional manner within given time frames.

KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and are needed to perform the task assignments).
1. Ability to maintain confidentiality.
2. Ability to take direction from supervisor and input from co-volunteers.
3. Ability to work with others in a team environment.
4. Ability to read labels, dates and names.
5. Ability to write legibly.
**ORIENTATION AND TRAINING:**
1. Must attend orientation to BVCA Partnership prior to volunteering.
2. Will receive training periodically through BVCA Partnership.

**ESTIMATED TIME COMMITMENT:**
1. A minimum of one hour once a week/month for at least three months.
2. A schedule will be determined by the supervisor and volunteer.

**BENEFITS:**
1. Meet new people.
2. Assisting those in need.
3. Use of skills and talents.
4. Personal fulfillment.
5. Have fun.

Signature of Volunteer__________________________________________ Date__________________

Signature of Supervisor__________________________________________ Date__________________