

RSVP

Lead With Experience

Metro Atlanta RSVP Volunteer Opportunities

Support and Special Projects

Volunteer opportunities are available to provide direct assistance to support, enhance, and expand community outreach efforts.

❖ **RSVP Outreach Ambassador**

Help older persons maintain healthy independent lifestyles by connecting, interviewing, and placing adults age 55+ with RSVP community programs. Conduct outreach to promote RSVP program in Metro Atlanta area; recruit new volunteers; facilitate RSVP Open House/Orientation events; assist with marketing and public relations.

- Interview potential volunteers via phone or in person
- Identify areas of volunteer interests and potential placements
- Travel to specified senior centers, congregate residences, or organization locations to promote RSVP Program and meet with potential volunteers
- Maintain strict confidentiality standards

❖ **RSVP Communications/Marketing Volunteer**

Help older persons maintain healthy independent lifestyles by promoting community awareness of Metro Atlanta RSVP programs to schedule presentations in the community and recruit volunteers.

- Publicize the Metro Atlanta RSVP program via phone, mail, or group presentations
 - Travel to specified senior centers, congregate residences, or organization locations to present appropriate information as needed
 - Provide research for and develop promotional materials
 - Develop messages/content for outreach materials and PSA's
 - Identify and write stories to spotlight volunteers and their efforts
 - Handle general administrative tasks connected to publicity and reporting volunteer hours and outreach
 - Maintain strict confidentiality standards
 - Communicate with station supervisor regarding publicity and marketing policies
- ❖ **Administrative Support:** Volunteers will perform general office work including data entry, records maintenance, telephone surveys, and follow-up phone calls.
- ❖ **Skill-Based Projects:** Volunteers are needed to help with assignments that require specific skills on an on-call or regular basis. Depending on a volunteer's skills and abilities, assignments may include projects such as communication, marketing, and research.
- ❖ **Short Term Projects:** Volunteers are needed to help develop, implement, and evaluate activities related to short term grants and special projects.