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.