

**Chisago County Age Well Volunteer  
Community Connector**

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*March 2018*

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Job Title:	Volunteer Community Connector
Position:	4 hours a week through December 2019
Classification:	Contracted Stipend Volunteer
Location:	From Home
Reporting:	Coalition Project Lead Natalie Matthewson CMCOA
Stipend:	20.00/hr—responsible for their own with holdings, rate includes mileage

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Position Summary:

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Key Responsibilities

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- Support the concept of Chisago Age Well by providing general outreach presentations in their respective service areas
- Conduct outreach to explain program services to community groups, service agencies and businesses.
- Educate about the Goals and Purpose of the Coalition
- Actively promote the mission of the Chisago Age Well Coalition and the partners within the Chisago Age Well Hub
- Distribute materials developed and supported by the Coalition
- Provide information on upcoming coalition events and activities
- Be knowledgeable and identify formal and informal community resources
- Participate in Coalition meetings and subcommittees as appropriate per the position
- By the 5<sup>th</sup> of each month provide to the Project Lead a timesheet and summary of previous months activities.

Qualifications

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To be successful, an individual must be able to perform each job duty satisfactorily.

Skills and Capabilities

- Proficient in basic computer applications, such as word processing and internet usage
- Organization and planning skills
- Ability to maintain insurance and be a licensed driver with reliable transportation
- Strong time management and self-initiation

- Comfortable speaking to community groups, such as rotary, chamber, local businesses.
  - Strong community connections.
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