Volunteer Position Description: Old Roosevelt Architect Advocate

|  |  |
| --- | --- |
| **Organization** | Red Lodge Area Community Foundation  |
| **Contact Info**(Name of supervisor, Phone, Email, Org website) | Tracy Timmons Cell: 406-425-0292Work: 406-446-2820 Email: tracy@rlacf.org |
| **Title Position** | Old Roosevelt Architect Advocate |
| **Brief Description**(What are the primary duties and necessary skills? Remember to keep it upbeat, fun, and short!) | * Work alongside the selected architect to ensure that the written timelines and scope of work is on time at capacity.
* Focus on the “Big Picture” of the project development and drive that project.
* Ensure that the architect is receiving everything they need from the committee to do well.
* Attend Old Roosevelt steering committee meetings, usually every 6-8 weeks, to update the committee.
* Willing to work to build consensus in the best interest of the community.
 |
| **Time, Place, Duration** (Fixed or flexible schedule, remote or physical, long-term or single event, etc.) | This is a mid-term volunteer position with a flexible schedule. Average 2-6 hours a month. Participate in special meetings and communications with the architectural firm representatives. |
| **Qualifications/Interests**(Required or preferred. Is this a youth or adult position?) | Must be able to listen to be informed, process diverse information, sometimes quickly, and share your insights. Be engaged in the development details and scenarios of the Old Roosevelt Arts & Culture center redevelopment. |
| **Orientation and Training** (How will you make sure your volunteer is prepared for the task?) | Our volunteer advocate will meet with you to orientate you to the Foundation and then set up a meeting with your supervisor who will discuss the position description. You will be invited to a Foundation orientation to learn more about the Voice of the Foundation within the community.  |
| **Organization Description**(Briefly state what you do in the community.) | Connecting people and building community by catalyzing change and sharing resources to build a strong, vibrant, resilient, inclusive community. |
| **Why is this position important to the organization?** | Your efforts are crucial to develop the best center to meet the most purposes that it can and do it well!  |
| **Misc.**(Anything else you want to say.) | The Old Roosevelt project has been at work for 5 years and has built a lot of momentum over the past 2 years and we need more help. We have a lot of information we can provide you as background.  |