

## Volunteer Position Description: Old Roosevelt Facebook

<b>Organization</b>	Red Lodge Area Community Foundation
<b>Contact Info</b> (Name of supervisor, Phone, Email, Org website)	Tracy Timmons Cell: 406-425-0292 Work: 406-446-2820 Email: tracy@rlacf.org
<b>Title Position</b>	Old Roosevelt Facebook
<b>Brief Description</b> (What are the primary duties and necessary skills? Remember to keep it upbeat, fun, and short!)	<ul style="list-style-type: none"> <li>• Work with the Fundraising committee, story writer, and newsletter, and videographer volunteers to organize and share our messages to build awareness of Old Roosevelt activities, message and special events.</li> <li>• Focus on the different potential aspects of the building.</li> <li>• Create community “Call to Action” to engage a wider group of the community.</li> </ul>
<b>Time, Place, Duration</b> (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 1-2 hours a week when available. You could work from our Center, from your home, or you favorite community spaces!
<b>Qualifications/Interests</b> (Required or preferred. Is this a youth or adult position?)	Must be able to work with other people to create and share compelling messages that captivate people in the essence of what the Old Roosevelt Arts & Culture center could be for the community.
<b>Orientation and Training</b> (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.
<b>Organization Description</b> (Briefly state what you do in the community.)	<b>Connecting people and building community by catalyzing change and sharing resources to build a strong, vibrant, resilient, inclusive community.</b>
<b>Why is this position important to the organization?</b>	Your efforts are crucial to engage more people closer to the desired project outcomes. You will make it possible for people to come together and dream.
<b>Misc.</b> (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.