



## LEAD AMBASSADOR DESCRIPTION

**TITLE:** Lead Ambassador  
**REPORTS TO:** Community Development Liaison  
**EFFECTIVE DATE:** October 28, 2015

### POSITION SUMMARY:

The Lead Ambassadors must

- be dedicated to supporting the mission of Donor Network West to save and improve lives through organ and tissue donation for transplantation.
- take a leadership role within the Donate Life Ambassador program.
- may seek out their own speaking opportunities/activities,
  - book these events (if they are at no cost),
  - have the necessary supplies and volunteers to effectively promote awareness of organ and tissue donation,
  - and report back to their Community Development Liaison.
- help to mentor other volunteers.
- assist Community Development Liaisons as needed.

### QUALIFICATIONS:

- Flexibility to accommodate the locations and time frames of various events.
- Passion for the cause of organ and tissue donation.
- Willingness to represent themselves and Donor Network West in a professional manner
- As well as motivate others to do the same in the communities in which they serve.

### SKILLS:

This position requires a proactive team player who must uphold the core values of Donor Network West which include: integrity, respect, diversity, personal accountability, creative initiative, team work and excellence. This individual must believe in our mission and wish to make a difference in the community by promoting awareness of organ donation and transplantation. This person must be compassionate, conscientious, ethical, and must value diversity. The individual must possess strong interpersonal skills, and the ability to work autonomously while helping other volunteers develop.

## **JOB RESPONSIBILITIES MAY INCLUDE:**

1. Community Education—plan, coordinate, or participate in events to promote awareness at some or all of the following:
  - a. health fairs
  - b. community events
  - c. DMV offices
  - d. health clinics
  - e. service clubs or civic groups
  - f. schools
  - g. churches or other places of worship
  - h. hospitals (when asked by the Hospital Development staff)
2. Communication—communicate with their Community Development Liaison on an on-going basis, particularly at these times:
  - a. when booking speaking engagements or other activities
  - b. if there is a need for Donor Network West staff involvement at an event
  - c. if an event will cost Donor Network West money to participate
  - d. to obtain supplies
  - e. reporting the outcome of the event/activity at the conclusion of the event
  - f. any information that is pertinent to the event or activity in which Donor Network West is represented
3. Mentoring and recruitment of other volunteers— when appropriate, Lead Ambassadors should assume the leadership role of mentoring other volunteers to represent Donor Network West in a professional manner as well as to assure delivery of information to the public that is timely and accurate. Lead Ambassadors should also be proactive in recruiting other volunteers that would support the mission of Donor Network West by referring them to the Volunteer Program Manager.
4. Lead Ambassador Conference Calls—participate in the Lead Ambassador conference calls as needed with the Community Development Liaisons and/or Volunteer Program Manager.
5. Paperwork—Turn in expense forms (within 30 days of incurring the expense), event sheets prior to the event and submit a list of who worked the event the following day.
6. Training—Lead Ambassadors must help their Community Development Liaison with at least one training session per calendar year.