

Community Ambassador Program for Seniors (CAPS)

Volunteer Community Ambassadors

Job Description

The CAPS Program is a project of the City of Fremont Human Services in partnership with “your organization”. The goal is to develop and train community ambassadors who will provide information and referral services for seniors in the community.

Proposed time commitment: 2-4 hours/week on average. Some weeks may require more, while others less.

Responsibilities:

- Commit to 40 hours of training by the City of Fremont Human Services Dept.
- Provides information and referral to community members via events, fairs, and/or home visits
- Commit for at least 1 year, approx. 5 hours/week
- Attend regular monthly meetings to share best practices
- Submit regular timesheets to program coordinator
- Help organize events and/or small group or 1x1 visits for volunteers to provide information to seniors
- Report to Site Coordinator

Other:

- Commitment to the program
- Must have transportation access
- Must be bi-lingual
- Sensitive to the needs of seniors
- Great interpersonal skills with ability to work independently and as a team player
- Organized
- Easy to reach

Benefits of becoming a Community Ambassador:

Learn about local information and referral services

Meet new people

Participate in nationally-recognized project that will be modeled for other communities

Receive recognition for work

Become an active member of the community

Help seniors in need