



Team Immunization Advocate

POSITION: Team Immunization Advocate

REPORTS TO: Kayla Knock

TYPE OF POSITION: Volunteer (Episodic and/or One-Time)

Start Date: _____

Average Hours per Month: 5

Length of Commitment: One-time volunteer, or episodic volunteering leading to long-term volunteering

LOCATION: Immunize Colorado

13100 East Colfax Avenue, Aurora, CO 80011

Locations for outreach events and/or meetings will vary and be specified when volunteer opportunities are announced

MISSION OBJECTIVE: Immunize Colorado is widely recognized as Colorado's trusted resource for immunization clinics and community health for all ages by fostering education and statewide collaboration.

Summary/General Description of Responsibilities:

Team Immunization Advocate is the introduction group of our volunteer program. All volunteer interests and one-time volunteers are added to this group. Volunteers of Team Immunization Advocate will volunteer at a minimum of 3 volunteer event, 3 outreach event, or complete 3 volunteer tasks. Volunteer responsibilities may include, but not limited to:

- Clinical duties for immunization clinics if you are a fully licensed provider or a student who has a licensed preceptor on-site include prepping immunizations, providing immunizations, or observing patients after receiving any vaccines.
- Non-clinical duties for immunization clinics may include filling out paperwork for those receiving the vaccine, line management, traffic control, and/or any other duties pertaining to the clinic flow.
- Office tasks may include (but not limited to) organizing and preparing appropriate outreach materials for community events or partners, fulfilling palm card orders, completing office tasks, or other jobs as assigned by Immunize Colorado.
- Education duties include tabling events and event set up and educating and empowering the public at outreach events about the importance of vaccines.

Specific Responsibilities:

Attend 3 Team Events/Complete 3 Volunteer Tasks totaling 20 hours of volunteering prior to moving up to an intermediate volunteer on 'Team Immunization Champion.'

Required Knowledge, Skills and Abilities:

- No prior knowledge, skills, or abilities are required to volunteer with Team Advocate.

Support Provided:

- Volunteer Handbook – Policies and Procedures
- Training/Instructions provided by Immunize Colorado staff member

Authorities and Limitations of Authority:

- Team IZ champion is responsible for self-reporting event attendance/volunteer task completion, logging in all volunteer hours, and when member is ready/eligible to proceed to next tier of Volunteer Program.
 - Logging hours is completed through Volgistics that will be sent to each volunteer to create a personalized account
 - Once a volunteer completes all hours, it is their responsibility to report this back to Immunize Colorado's volunteer manager for information on becoming a 'Volunteer Leader'

Volunteer Agreement -

I understand the responsibilities and qualifications of this position, and agree to fulfill them to the best of my ability

Volunteer Signature

Date

Printed Volunteer Name

Volunteer Manager

Signature

Date