



Team Leadership Volunteer Position

POSITION: Team Leadership Volunteer

REPORTS TO: Kayla Knock

TYPE OF POSITION: Volunteer (Ongoing)

Start Date: _____ **End Date (if applicable):** _____

Average Hours: 5- 10

Length of Commitment: Ongoing (OR ADD SPECIFIC HOURS)

LOCATION: Immunize Colorado

13123 East 16th Avenue, Box 281 Aurora, CO 80045

Locations for Advocate 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 coalition.

Summary/General Description of Responsibilities:

Team Leadership is the top tier of our volunteer program and membership is obtained by successfully completing the requirements of Team Advocate and Team Champion. Members of this team have a high level of responsibility, are ongoing committed members of Immunize Colorado's volunteer team, and make a great impact in our community! Team Leadership members may choose to volunteer with responsibilities as described in Team Advocate and Team Champion, as well as be able to lead and help coordinate immunization opportunities.

- 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:

- In Team Leadership, one must complete the following to move up a team:
 - Attend 8 Team Events/Complete 8 Volunteer Tasks, to maintain this level, volunteers must volunteer at least 60 hours per year.

- Complete Professional Development and leadership training provided by Immunize Colorado staff.
 - Current vaccine news
 - Resume and/or cover letter writing skills, networking, and public speaking; professional dressing
 - Cultural competence and sensitivity, exposure to vulnerable populations, and communicate through oral and written formats to address public health topics
 - Certifications available to volunteers within their field
 - Any relevant topics of interest
 - Leadership professional training provided by Immunize Colorado
- Volunteer hours would also include attendance of Immunize Colorado Monthly Coalition Meetings, monthly Professional Development Trainings, attending monthly Colorado's various webinars, town-halls, and summits.

Authorities and Limitations of Authority:

- Team Leadership is responsible for self-reporting event attendance/volunteer task completion, logging in all volunteer hours.
 - Logging hours is completed through Volgistics that will be sent to each volunteer to create a personalized account.

Required Knowledge, Skills and Abilities:

- Previous knowledge and skills obtained in Team Advocate & Team Champion:
 - Knowledge of routine immunizations
 - Professional Development
 - Poverty, race/ethnicity, cultural sensitivity training
 - HIPPA/patient record training
 - Handling sensitive information/questions (when forecasting)

Support Provided:

- Volunteer Handbook – Policies and Procedures
- Training/Instructions provided by Immunize Colorado staff member
- Professional Development will be offered by Immunize Colorado staff member

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