

POSITION OVERVIEW

The Older Adult Outreach Ambassador assists in the activities of the Older Adult Outreach Manager, at outreach events at local senior buildings and local bank partners, as well as public-facing activities at Kelvyn Park Senior Center. This includes outreach for COVID-19 awareness and education.

Contractor Manager: **Linda Peters, Director of Older Adult Programs**

When you will start: **4/1/23**

YOU ARE

An active member at Kelvyn Park Senior Center and knowledgeable about our programs and activities and have participated in at least 1 program such as Common Ground, Care Group, Bridge Builders, ESL, or fitness program. You understand the importance of getting older adults protected and educated about COVID-19.

YOU BRING

- Outgoing, personable, willing to do public speaking
- Energy and excitement collaborating with others
- A demonstrated commitment to improving the lives of older adults
- Experience with Kelvyn Park Senior Center programs and activities
- Committed to spreading information and assistance related to COVID-19 among older adults.
- Bonus: bilingual English/Español

YOU'LL DO

LIST Main bullet points below

- Assist in at least 2 outreach activities per month or at Kelvyn Park Senior Center
- Distribute COVID-19 information and test kits at outreach events
- Share with attendees at outreach events about your experiences in programs and activities at Kelvyn Park Senior Center
- Assist in signing up new members to KPSC and recruiting for programs at outreach activities.

WORK ENVIRONMENT

- Given the changing nature of work as a result of the COVID-19 pandemic, we have developed a comprehensive list of [COVID-19 policies](#) to prioritize keeping our community and team safe. We are asking that all staff and contractors that work with Northwest Center are fully vaccinated.
- Our team is currently operating in a hybrid work environment that includes 4 days of in-office and one day each week of remote work.
- Contractor schedules are arranged by position with your hiring manager to maximize flexibility and the need of the position. The nature of our community-based work with older adults may involve

weekend work at community events but most outreach is done during the week (M-F) and during day-time hours between 10 am and 5 pm.

- All outreach is done on the NW side and primarily in Belmont Cragin.
- Transportation is provided to and from all outreach activities.
- Our workplace is a non-smoking and drug-free environment.