

## **Position Description for Vicini Americani Community Volunteer**

**Purpose:** The Community Liaison supports the Vicini Americani program by helping to orient newly-assigned personnel and families to their local communities. It also supports community cohesion by providing a means for American neighbors to gather and share experiences.

**Location:** Volunteer will work from home and in their community

**Key Duties:** Support the Community Liaison in accomplishing the following key duties:

- 1) Contact new families entering their community via e-mail providing welcome and basic community information.
- 2) Gather relevant information to post on the community Facebook to ensure the community is well informed of current events.
- 3) Organize community gatherings to welcome new families and share community information.
- 4) Recruit additional volunteers.

**Reports to:** Community Liaison

**Commitment:** The number of hours necessary will vary depending on the size of the community supported and your availability.

**Qualifications:** Knowledge of Italian language is helpful but not required. Willingness to meet with local community leaders and neighbors and assist the community liaison accomplishes their key duties.

**Support Provided:** Community liaison will hold quarterly informational meeting with the local volunteers and American families. Community Liaison will provide support needed for various duties.