Volunteer Position Description

This form should be used as a request for volunteers from SSCHC staff, to assist with recruitment messages and inform volunteers of their duties.

Position Title: Field Interviewer/survey researcher
Department: WIC

Direct Site Supervisor: Katy Murphy
Location: WIC lobby (Greenfield)

Would you like to interview candidate yourself?  □ Yes  X No

Purpose for Volunteer Assignment: Our WIC site has recently applied for a grant to implement a fruit and vegetable exploration curriculum, “Willow Comes to WIC“, designed for children under the age of five. Upon completion of the 12 month curriculum, we are required to provide an assessment of the program, and its effectiveness in improving families’ intake of fruits and vegetables. As part of this assessment, we will be administering surveys to WIC families about purchasing produce. We need a volunteer to administer the surveys, as well as help compile and interpret the results.

(Dates, specific dates, times)

Time Commitment:    □ One time ______
X Specific time period  Fall 2013-Fall 2014
□ Special Project ______
□ Ongoing opportunity _____

Client/patient population (if applicable) Our population includes WIC families (low-income families with children under the age of five). At our site, approximately half of these families are Spanish-speaking.

Duties: Administering surveys face-to-face or over the phone, organizing results in a useful manner.

Qualifications: (software, physical activity, fluent in Spanish) Use of Excel; Spanish- and English-speaking.

Is a background check required for this position?  □ Yes  X No
If Yes, why?  □ Working with children  □ Other reason _____

Benefits to the volunteer: This volunteer will obtain experience using bilingual/interpretation skills and working with a diverse population including families with small children, build research skills, and contribute to program that aims to keep kids healthy- a great resume opportunity! Volunteer will also be able to learn about WIC, public health programs, grants etc.

Prepared By: Katy Murphy  Date:  6/11/13
Volunteer needs:  
- [ ] Key  
- [ ] E-mail set-up  
- [X] Computer access (Excel)  
- [ ] ID badge  
- [ ] Other _____

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