

VOLUNTEER POSITION DESCRIPTION – INDIRECT SERVICE

Volunteer Position: GOTV Support Volunteer

Program: Public Policy and Advocacy

Direct Contact/Lead: Public Policy Coordinator

Position Hours: Flexible

MISSION STATEMENT: Eliminate racism, empower women, and promote peace, justice, freedom and dignity for all.

GENERAL SUMMARY

YWCA West Central Michigan is seeking dedicated and passion driven individuals to support Get Out The Vote (GOTV) activities and state-wide efforts through July 1st, 2022. This will be a volunteer-based opportunity to contribute to the agency's larger effort of protecting comprehensive reproductive rights and freedoms of members of our community and across Michigan. The primary function of the GOTV Support Volunteer is to work closely with the Public Policy Coordinator to do canvassing efforts around Kent County. Volunteers must have attention to detail in order to balance and execute multiple tasks, a willingness to learn and engage with educational materials provided, and speak with members of the public about the initiative and GOTV efforts confidently.

Essential Duties, Responsibilities, & Conditions:

1. Engage in assigned GOTV/canvassing efforts, including petition circulation and community awareness.
2. Effectively and regularly communicate with the Public Policy Coordinator, including, but not limited to, updates, supports, or questions while in your role.
3. Comply with applicable local, state, and federal licensing requirements/certifications, and or other regulations when applicable.
4. Know and adhere to association policies, procedures, and practices when applicable.
5. Safeguard confidential information gained because of your position.
6. Work cooperatively with program participants, YWCA staff, and other volunteers when applicable.
7. Volunteer work may be conducted both on-site (25 Sheldon Avenue, SE Grand Rapids, MI 49503) and at off-site locations (i.e. community engagement events, community-based organizations, identified public spaces, etc.)
8. Volunteers may be required to work in outdoor weather conditions
9. Volunteers may be required to do the following:
 - a. Occasionally move and/or drive around various public spaces, communities, neighborhoods, and buildings/doors.
 - b. Constantly transport and use canvassing materials such as clipboards, writing utensils, and informational materials.
 - c. Constantly communicate with and answer questions from members of the public.
 - d. Constantly observe information as it is collected or received.
10. May perform other duties as assigned.

Knowledge, Skills & Abilities:

1. Passion for reproductive health, rights, and justice.
2. Demonstrate strong skills in organization, communication, and collaboration as part of working in groups and with a team.
3. Must be able to work with people of diverse backgrounds.
4. Must be able to pay attention to detail and manage multiple tasks.

5. Eagerness to learn materials and communicate the goals and messaging of the initiative.
6. Must be a US citizen at least 18 years of age.*
7. Satisfactory results of background checks and Central Registry Clearance.

* For this initiative, volunteers will be engaging in state petitioning efforts, which include circulating petitions and signature gathering. Under [Michigan Election Law Sec. 168.544c](#), an individual must be "18 years of age or older and a United States citizen" in order to circulate petitions in the State of Michigan.

Training Requirements:

1. Petitioning and Canvassing training.
2. Petitioning and Canvassing safety.
3. Familiarization with YWCA Personnel Policies and Mission.

Timeline:

1. GOTV activities and training will occur through the month of June and end July 1st. At that time, volunteer responsibilities and activities will end.
2. Hours and availability are flexible, and may include weeknights and weekends.

WANT TO APPLY?

If you are interested in participating in or engaging with this volunteer opportunity with the YWCA West Central Michigan, please fill out the [following form](#), use the QR Code below, or visit our website at www.ywcawcmi.org/get-involved/advocate/ for more information. For any other questions, comments, or concerns, please reach out to Adrienne Zaya, Public Policy Coordinator at the YWCA West Central Michigan, at azaya@ywacawcmi.org or by calling 616-426-3720.



Start the volunteer process here!

The above description is intended to describe the general content of and requirements for the performance of this volunteer position. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this volunteer description restricts management's right to assign or reassign duties and responsibilities to this volunteer position at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.