

**United Way of Olmsted County
Volunteer Position Description**

**United Way
of Olmsted County**
uwolmsted.org



1. What is the position?

Listening Team Volunteer

United Way of Olmsted County is looking for volunteers who represent the diversity of our community. People of all genders, races, ethnicities, religions, abilities, sexualities, and backgrounds are encouraged to apply.

2. What do Listening Team Volunteers do?

The purpose of this position is to co-learn with others through public knowledge activities. As part of the Listening Team, members will learn through community conversations, community meetings, and participation in explorations to identify activities for gaining public knowledge as it applies to United Way of Olmsted County (UWOC) goals.

3. What are the responsibilities of a Listening Team Volunteer?

- a. Follow the guidelines in the United Way of Olmsted County Handbook:
 - Respond to the Listening Team need on our online volunteer tool, Get Connected;
 - If accepted as a Listening Team volunteer, log all volunteer hours in Get Connected;
 - Complete UWOC Volunteer Application and Volunteer Confidentiality Form;
 - Agree to UWOC's organizational values;
 - Attend Listening Team training.
- b. Community Conversations Hosting and/or Processing:
 - Attend Community Conversation training session;
 - Upon selection of a community conversation activity, follow through with agreed to activity as the Conversation Leader or Conversation Note-Taker;
 - Provide all conversation documents, including Community Conversation Final Report, to United Way within 2 business days after the conversation;
 - Fill out summary form and develop a share-out on findings/insights at upcoming Learning Team meeting;
 - As appropriate, work with other team members and UWOC staff leader to produce a summary of findings to be shared with other volunteer teams at UWOC.
- c. Participation in Community Group Meetings:
 - Participate in Community Group meeting training;
 - Upon selection of a Community Group meeting, follow through with agreed to activity as the UWOC representative;
 - Attend Community Group meetings to hear the voices of individuals who are not commonly heard and on whose life experience UWOC seeks to gain public knowledge;
 - Maintain the integrity and confidence of individuals met during the meeting;
 - Participate in the processing of information gained during the Community Group meeting by providing a Community Group meeting Summary Report within 2 business days of the meeting.

4. What kind of training is required?

- a. Attend Listening Team training, comprising:
 - Listening Team training;

- Community Conversation training;
- Community Group Meeting training;
- Ethics training.

5. Which United Way staff members work with the Listening Team?

Kris Brewer
 Community Engagement Director
krisb@uwolmsted.org
 507-529-4831

Chad Campbell
 Vice President of Community Impact
chadc@uwolmsted.org
 507-287-1533

6. When and where will the Listening Team meet?

- Time: Listening Team will meet every 90 days for 1-2 hours or as deemed appropriate by the team.
- Duration: 1 year minimum, with the option to extend to a second year.
- Location: Listening Team will meet at United Way of Olmsted County offices, with site visits to various locations. UWOC offices are located at 903 West Center Street Rochester, MN 55902.

7. What skills or experience do I need to be on the Listening Team?

- A commitment to improving outcomes for low-income families and diverse communities, sharing knowledge, integrated teaming and direct and healthy communication.
- Ability to talk with diverse groups of people and feel comfortable facilitating groups of people through a discussion.
- Pride in performing tasks completely and accurately.
- Friendly, dependable, and flexible.

8. What benefits do volunteers gain from being part of the Listening Team?

- You will meet and build relationships with other people who care about improving lives in Olmsted County.
- You will develop and/or strengthen listening skills.
- Your work will inform programs, funding, and community impact practices used by non-profit organizations.
- Your voice will be heard in developing new practices to drive community improvement.

DEADLINE: Apply by January 29, 2017