



4360 Montebello Dr • Suite 900 • Colorado Springs CO • 80918 • 719.388.1594

DREAM CENTERS VOLUNTEER POSITION DESCRIPTION

Position Title: Dream Centers Women's Clinic Volunteer Tour Host Team Member

Accountable To: Dream Center's Women's Clinic Volunteer Tour Host Team Lead
Women's Clinic Operations Director, Michelle Hubbard

Status: Volunteer position without opportunity for employment

Organizational Background

Dream Centers is a faith-based non-profit organization founded in 2011 to provide health and hope to people of Colorado Springs who are working to rebuild their dreams. The two entities of Dream Centers are the Women's Clinic and Mary's Home.

Position Purpose & Overview

The Volunteer Tour Host Team Member is vitally important in the overall mission of Dream Centers. This person will assist the Tour Host Team Lead as groups of individuals interested in volunteering, potential donors, and community members attend a vision casting tour of the Women's Clinic. Without our volunteers, donors, and community partnerships, the Women's Clinic and Dream Centers as a whole would not be able to serve the uninsured and underinsured women of our city.

Responsibilities

- Be available for the regularly scheduled Women's Clinic Tours
- Assist with setup for the tours prior to the start time
- Assist with registrant welcome and check in
- After appropriate training, lead tours at the Women's Clinic in coordination with Tour Host Team Lead
- Assist with packet assembly as needed
- Be available to conduct tours outside of the scheduled Mondays, coordinated with Tour Host Team Lead
- Assist with clean up after the tour
- Log volunteer service hours, including prep time in Volgistics through VicNet

Requirements and Qualifications

- Follower/disciple of Jesus Christ and committed to personal spiritual growth. In agreement with Nicene Creed.
- Knowledgeable of Dream Centers Programs, subscribe to E-news and/or read FB content to add to presentation knowledge base
- Enthusiastic, warm, friendly, and welcoming demeanor
- Able to carry on conversation and answer questions with ease
- Adept at problem solving
- Experience with public speaking preferred but not required
- Personal laptop to run Power Point presentation

Time Commitment: 2-4 hours monthly

Training: Attend Women's Clinic Tour, Attend Mary's Home Tour; meet with Team Lead to learn and commit to the provided script, talking points, and PowerPoint presentation for the tour



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Physical Requirements:

Working Environment	Seldom	Occasional	Frequent
Cold (50° F or less)	X		
Heat (90° F or more)	X		
Gases/Fumes/Dust	X		
Heights	X		
Noise		X	
Climbing (Stairs/Ladders)			X
Driving	X		
Standing			X
Sitting		X	
Walking			X
Bending		X	
Work with Others			X
Working Alone			X
Crawling or Kneeling		X	
Repetitive Movements		X	
Office Machines			
Telephone	X		
Personal Laptop			X
Calculator	X		
Printing at WC		X	
Copier		X	
Projector/Screen			X
Scanner		X	
Moving Heavy Items			
Lifting/Lowering		X	
Pushing	X		
Reaching Over Shoulder		X	
Reaching Forward		X	
Carrying		X	
Other Requirements			
Visual Acuity: Near			X
Visual Acuity: Far			X
Color Discrimination			X
Hearing			X
Speech			X
Manual Dexterity			X
Eye-Hand Coordination			X