



## Publicity Distribution Team

**Purpose:** The publicity distribution team is a crucial part of our public relations efforts. You are needed to help distribute flyers and posters at various businesses and organization throughout the community to help us spread the word about upcoming events and activities. This position helps to get the word out there to the public so that we may continue to meet our mission of uniting people with nature and nurturing appreciation and stewardship of the environment.

### Key Responsibilities:

- Be available during distribution days (usually 3 weeks prior to events) to distribute in your assigned area. You will receive advanced notice about when distribution days are
- Represent the Ogden Nature Center in the community
- Pick up your event flyers and posters at the Ogden Nature Center prior to distribution
- Return any tape or staplers to the Ogden Nature Center after distribution

### Direct supervisor:

Emily Martin, Volunteer Coordinator; [volunteer@ogdennaturecenter.org](mailto:volunteer@ogdennaturecenter.org) or 801-621-7595

**Length of Appointment:** Event distribution team members will be responsible for a calendar year term. After a year, you have the option of continuing into the next year.

**Time Commitment:** There are roughly 12 occasions per year in which we will distribute flyers and posters. Publicity distribution team members are expected to help out on the distribution days for each event. You can expect it to be 3-4 hours every month or so.

### Qualifications:

- Must have a valid driver's license and access to a car
- Must pass a background check if over 18
- Comfortable with representing the Ogden Nature Center and talking to the public
- Pleasant manner, patient, flexible and dependable

**Support:** Volunteers will undergo an orientation and receive a volunteer handbook. In addition, the event distribution team will receive job-specific training with their direct supervisor.

### Benefits:

- Invitation to volunteer recognition events
- Invitation to activities just for volunteers
- Rewards for number of hours of service completed (see volunteer handbook)
- Gain new skills and work with a great team of staff and volunteers
- Make a difference and have a positive impact on the community!