

Planned Parenthood® of Indiana

JOB TITLE: Legislative “Purple Shirt” Volunteer

FUNCTION: Monitor various pro-choice and anti-choice bills that have been introduced for the Indiana General Assembly, as well as other bills that enhance or endanger reproductive health. Wear your purple PPIN shirt proudly to show unison with other volunteers.

ESSENTIAL FUNCTIONS:

- Be a legislative presence for Planned Parenthood of Indiana by observing legislative sessions for certain bills.
- Monitor and report findings to Planned Parenthood.

OTHER FUNCTIONS:

- Support Planned Parenthood’s mission, goals and policies.
- Strictly adhere to our confidentiality policy at all times

PREFERRED QUALIFICATIONS:

- Known skills from high school are preferred.
- Basic knowledge of state laws and current events.

PROFESSIONALISM:

- Displays appropriate attitude, actions and work attire for the position.
- Demonstrates commitment, dedication and positive behavior.

COMMUNICATION:

- Communicates openly and directly; Asks volunteer program coordinator if questions arise.
- Able to adjust communication style according to the needs of the audience and the situation.

TEAMWORK:

- Able to gain cooperation from others and work collaboratively toward solutions which generally benefit all involved parties.
- Proactively identifies opportunities to assist others and ensures that information is communicated accurately and timely.
- Behaves honestly and ethically.

PLANNING AND ORGANIZING:

- Establishes a systematic course of action to accomplish specific objectives.
- Determines priorities and uses time effectively.

ATTENTION TO DETAIL:

- Thorough in accomplishing a task.
- Accurately completes projects on time.

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JOB KNOWLEDGE & COMPREHENSION:

- Understands and is knowledgeable of the duties, methods and procedures required by the job.

SPECIAL REQUIREMENTS: Able to maintain confidentiality of all Planned Parenthood of Indiana business and activities on and away from the job. Travel may be required.

LICENSES: Valid driver's license

REVISION DATE: August 2010

HOURS: Varies

Volunteer Printed Name *(please print clearly)*

Volunteer's Signature

Date