# Donate Life North Carolina

**DMV Ambassador Volunteer Description**

**Direct Supervisor:** Grants Program Administrator – DMV Outreach

**Position Purpose:** DMV Ambassadors serve as a crucial link between Donate Life North Carolina and individual North Carolina Department of Motor Vehicle (NC DMV) offices. It would be difficult for one staff member to visit all 100+ offices each quarter. Therefore, Donate Life NC relies on its DMV Ambassadors to act as the liaison between the offices and the nonprofit organization.

**Essential Duties and Responsibilities:**

* Visit “adopted” DMV office(s) once each quarter, four times each year
* Bring and share materials (i.e. newsletters, Thank You cards) provided by Donate Life NC at each quarterly visit
* Ensure Donate Life NC materials are visible and in good condition within DMV office (i.e. countertop stand, floor display)
* Complete DMV Visit Report after each DMV office visit per quarter
* Answer questions of DMV Examiners and customers related to donation, registering to be a donor, etc.
* Attend training sessions, meetings, and other annual events sponsored by Donate Life NC
* Maintain open communication with Donate Life NC staff
* Other duties as assigned

**Job Qualifications - Knowledge, Skill, Ability**

* Excellent interpersonal, organization, and communication skills
* Must be able to travel to “adopted” DMV office(s)
* Comfortable using email communication
* Ability to be adaptable and flexible
* Dedication to providing customer service
* Positive, personable attitude
* Passion for education and encouraging others to register as organ, tissue and eye donors

**Work Schedule**

* Must be able to visit DMV office during business hours (Monday – Friday, 8am – 4:30pm)
* Minimum commitment of one year (ten hours per year)

**Benefits**

* $10 stipend available for each DMV office per quarter (up to $40/year per office)
* Ability to meet and collaborate with other transplant recipients, donor family members, and donation supporters
* Opportunity to take part in other Donate Life NC events, such as Legislative Day
* Providing education and assistance to DMV Examiners who are registering 99% of North Carolina residents
* Increasing donor designation rates at the DMV translates to more lives saved and less people on the national organ donor waiting list

For more information or if you are interested in serving as a DMV Ambassador, please contact info@donatelifenc.org and share your name and contact information. A Donate Life NC staff member will contact you shortly. Thank you for your support of organ, tissue, and eye donation in North Carolina!