

UnitedHealthcare Children's Foundation Ambassador Job description

Official UHCCF Ambassadors are individuals dedicated to furthering the mission of the UnitedHealthcare Children's Foundation; to improve children's lives and help families gain access to the care they need through medical grants. Helping Kids. Changing Lives.

Onboarding:

Official UHCCF Ambassadors receive a welcome kit including: UHCCF information materials, access to electronic templates and printable materials, access to the Ambassadors web page, and an Ambassador shirt. Ambassadors will be supported by UHCCF staff to answer questions and provide guidance.

Commitment:

- Time commitment is estimated to be approximately 2 hours per month, on average.
- Complete welcome training session prior to participation in activities
- Promote UHCCF :
 - Attend Provider Info Expos in your area on behalf of UHCCF: distribute brochures and share information about the Foundation's mission with providers and other vendors (following training).
 - Assist with office site awareness: may include staffing an info booth, distributing desk-drop materials, etc (following training)
 - Coordinate site communications in conjunction with Site Mayor or communications teams
- Assist with local event planning & execution inside and outside regular business hours
- Promote and hold "host your own" events
- Attend quarterly ambassador calls – 1 hour
- Identify self as ambassador (via email signature, etc)
- Receive approval from manager for participation in any activities that occur during work hours

Rewards:

- Public recognition of your volunteerism through office engagement, email signature line, etc.
- Volunteer hours with UHCCF are UHG volunteer giving rewards eligible. When you track 30 volunteer hours in a calendar year and log your time, you can earn \$500 for the charity of your choice. See giving.uhg.com for more information.
- The greatest reward is knowing your efforts are improving the lives of children.



UHCCF Official Ambassador FAQ

What is a UHCCF Ambassador?

UHCCF Ambassadors have a passion helping kids and changing lives. Ambassadors are UHG employees across the United States who offer their time to further awareness about UHCCF and support fundraising efforts. The support of UHCCF Ambassadors enhances UHCCF's ability to improve the lives of children and families in their time of need. Any employee can become a UHCCF Ambassador, so join us today!

Why should I become a UHCCF Ambassador?

There are many reasons to become a UHCCF Ambassador. First and foremost, your efforts will help kids and change lives. UHCCF activities and events provide excellent networking opportunities and count towards the UHG giving reward of \$500 to the charity of your choice after 30 hours of service inside a calendar year. You'll have the opportunity to gain visibility from leaders and peers across the enterprise that recognize and appreciate our social responsibility values. Last, but not least, being a UHCCF Ambassador is fun! It offers variety in your day to day responsibilities while serving an important cause.

I contribute through Hero Days, isn't that enough?

Thank you for being a UHCCF Hero! Your contribution helps to fund medical grants for children in need. Being a UHCCF Hero is an amazing start. Becoming a UHCCF Ambassador takes your involvement to a new level. You'll be provided with tools and support to promote awareness and further fundraising for UHCCF medical grants.

I don't have a team or I am not a leader, is that okay?

That's okay! UHCCF welcomes leaders and individual contributors at all levels to get involved. Becoming a UHCCF Ambassador is a great way to gain experience, exposure and to obtain transferable skills that could enhance your career.

Can a telecommuter be a UHCCF Ambassador?

YES! Telecommuters are welcome to join as UHCCF Ambassadors. UHCCF holds events all around the country and ambassadors are invited to volunteer at events in their area. There is also plenty of opportunity to contribute virtually by spreading the word about UHCCF across your teams and departments. Ask us how to get involved!

I'm pretty busy. I am not sure if I have time to be a UHCCF Ambassador.

UHCCF Ambassadors are volunteers and we know your day job comes first. The time commitment for UHCCF activities could be as brief as sending an email or sharing information in a meeting or as extensive as volunteering at a regional event for a few hours.

Do I need to take PTO for my volunteer time?

Unless otherwise approved by your leadership, UHCCF events occurring during the normal work day should be recorded as PTO. Some departments allow a certain number of volunteer hours to be performed on company time, so be sure to find out the rules for your area.

Can I be reimbursed for my expenses while volunteering?

Items like mileage and meals are not reimbursable for UHCCF Ambassadors.

How does a UHCCF Ambassador help the foundation?

UHCCF is a 501(c)(3) nonprofit charity. UHCCF Ambassadors support the foundation by serving as an extension of the UHCCF team in local markets and offices; making otherwise impossible outreach and fundraising a reality.

How do I sign up?

Email ambassador@uhccf.org

Thank you for your interest in becoming a UnitedHealthcare Children's Foundation Ambassador.