



Administrative Volunteers Reports to Executive Director

1. Parent Initiative
2. Administrative Assistants
3. Grant Proposal Writer
4. Programming

Parent Initiative

This committee is made up of parents and other concerned citizens in the community to assist with an annual girl's events, raising funds and selecting programs for girls.

1. **Annual Fundraiser** Our annual "Belle of the Ball" event We need volunteers to serve on the planning committee, help out the day of the event; solicitation of prizes and donations; set-up and clean-up of the event; and same-day registration.
2. **Annual Holiday Fair** We need volunteers to serve on the planning committee, as well as volunteers to help out the day of the event; solicitation of prize donations; set-up and clean-up of the event, assist with marketing.

Administrative Assistant – (Interns). Volunteers to serve as assistant to the Executive Director. Minimum commitment of one semester.

Duties & Responsibilities:

- **Database Management:**
 - Enter data into Excel spread sheets
 - Train on MemberPlanet entry
 - Assist with program marketing materials
 - Assist in designing of brochures and flyers and booklets
 - Assist with emailing clients.
- **Volunteer Management:**
 - Maintain records for volunteers (Excel files)
 - Notify volunteers of opportunities
 - Arrange and attend new volunteer meetings (program and administrative only)
 - Volunteer training

Grant Proposal Writer: Minimum commitment of one RFP

This volunteer would have some experience or class experience with writing proposals and proposal budgets, following the requirements of a request for proposal (RFP). They would assist in researching and writing the grants. You will work with a committee or the Executive Director.



Program Facilitation Volunteers and Interns

Duties & Responsibilities

Volunteers and interns will facilitate workshops for girls using the Empowered Girls curriculum and activities provided by the lead facilitator. Lessons will vary, depending on the age group of the students. Training is provided and will be scheduled by the Director and posted on the website.

1. **Girls Night Out events:** We need volunteers to help with monthly event planning, to help out the day of the event
2. Teen workshops
3. Saturday workshops
4. Mother Daughter workshops