



## VOLUNTEER OPPORTUNITIES

1. Program & Workshop Facilitators
2. Administrative Assistants & Interns
3. Events
4. Committees
5. Board & Advisory Council

We also need:

- Guest speakers – especially women in interesting positions or careers.
- Women mentors for teens.
- Assistance with special events.

Volunteers help us help girls. Most of our volunteers are women, but men also volunteer. (We want our girls to know that men care about their lives, too!). Each opportunity has a minimum commitment time and we can discuss that at your interview.

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### Program & Workshop Facilitators

#### **Duties & Responsibilities:**

Volunteers and interns to facilitate workshops for girls using curriculum and activities provided by the Program Director. Lessons will vary, depending on the age group of the students. During the school year we provide teen and youth workshops at various locations (usually local libraries or church locations). Training will be provided and will be arranged by the Program Director.

#### **Girls Night Out Committee:**

- Plan GNO themes and activities and budgets.
- Manage volunteers at the events

#### **Girls Night Out Volunteers (Usually every 3<sup>rd</sup> Friday):**

- Assist with setup
- Interact and manage girls at their tables
- Assist with activities
- Clean up at end of event

#### **Summer Camp:**

- Summer camp volunteers and interns will work their volunteer or mandated hours during the day based on a schedule created by the Summer Camp Director.

## Curriculum Design

### **STEM**

Creating a strong STEM & SYEM careers curriculum to be delivered in workshop mode.

## **ASSISTANTS & INTERNS**

**Administrative Assistants/** Intern to serve as an assistant to the Executive Director. Minimum commitment of one semester.

### **Duties & Responsibilities:**

- Produce, update and maintain marketing brochures, flyers and booklets
- Database Management – Will train to enter and maintain data.
- Work with maintaining and updating curriculum for workshops and summer camp.
- Return Phone calls.
- Organizing financial receipts and documents.
- Help create an annual report.
- Help to create Fund Development Marketing documents

**Marketing Assistants/Interns** Intern to serve as an assistant to the Marketing Director. Minimum commitment of one semester.

### **Duties & Responsibilities:**

- Make updates to the website
- Make updates to the Facebook page
- Help create a brochure or fact sheet
- Help write the newsletter
  - We are looking for volunteers to create a monthly newsletter. Volunteer should have some publication/page layout experience. The newsletter will be created in Microsoft Publisher or Word or other online newsletter creation software. Volunteer will sometimes work with youth in writing the articles.
- Help write and distribute a press release

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## **EVENTS**

**Annual Fundraisers:** Event, dates, activities and duties to be announced on volunteer calendar.

- Board's Annual High Tea
- Parent Initiative Annual Human Race

**Annual High Tea Presenters:** Speaker for yearly event.

**Guest Presenters:** - Speak to the girls about your career or life experience, lead an activity, teach a skill, or host a field trip at your work. We are looking for volunteers to be guest speakers on the following topics: Relationships, Media, Sports, Girl Empowerment, technology, and art or bring your own ideas. This can be done once or several different times, this is not a continuous position. Check with Program Director to set up a presentation.

## **COMMITTEES**

Adults needed to serve as committee members. Committee members are responsible for assisting in the growth of the organization. They would not have the same fiduciary responsibilities as a board member. Their term would be self-determined.

### **Fund Development Committee**

Purpose: Designing, evaluating, and updating EGNC's comprehensive funding strategies. Working to plan and implement all funding activities.

- Grant Proposal Writer:
  - 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.
- Research possible grant opportunities
- Help create fundraising reports

### **Marketing and Public Relations Committee**

Purpose: To create a sustainable Marketing and Social Media presence. Working with Fund Development Committee to run all funding campaigns.

### **Programming Committee**

- Meet on a quarterly basis
- Coordinate Programming workshops and events
- Suggest new programs
- Assist with general membership enrollment of programs and communication
- Manage member database (after training) of girls participation
- Manage community partnerships with volunteer speakers and presenters

### **Parent Initiative**

We are looking for volunteers who are parents or will work with parents to assist with events, raising funds and selecting programs and events for girls.

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## **BOARDS**

### **Executive Board**

We are seeking adults, eighteen and up, to serve as board members. We are looking for professionals, university students, parents, and community people with diverse backgrounds. Ask for specific information concerning board responsibilities and set up an interview with the standing board chair. Minimum commitment is 2 years.

### **Advisory Board**

Adults needed to serve as members of the Advisory Board. Advisory Board responsibilities include providing expertise to help support the organization, encouraging other community businesses to sponsor our students, workshops and summer programs. Serve as advocates for programs, promoting the organization whenever the opportunity presents itself. They would not have the same fiduciary responsibilities as a board member. Minimum commitment is 1 year.