



Sample Skills-Based Volunteer Positions  
created from the  
2010 – 2014  
Volunteer Impact Partnership 360 Programs

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*Disclaimer: This material is based upon work supported by the Hands On Network under the VIRE Grant. Opinions or points of view expressed in this document are those of the authors and do not necessarily reflect the official position of, or a position that is endorsed by, the Hands On Network.*

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# 2010

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## CCS/ Issaquah Meals

### **Program Evaluator**

*Role/scope of work:* Volunteer will assist us in communicating the program evaluation results. We want to develop an annual report to communicate about the services we offer, who our clients are and what their background is, define what the programs impact is in the area, highlights, potential testimonials, current needs, community participants, etc. This information will be used to communicate with the agencies and churches that support us, the volunteers, CCS, local and nearby city leaders, and other agencies that provide similar services. It will help us define exactly how we are serving the community, where additional funding could be used, recognize who is participating, and showcase needs and results.

*Skills needed/proficiency:* Computer/Database/Analytical/Marketing skills

### **Cultural Competency Orientation and Training**

*Role/scope of work:* Volunteer will assist in the development of expanded orientation and training material to provide to our clients, volunteer participants, and other agencies. We would like to identify and document additional services and specific training that are available in the community to both our clients and volunteers. Categories of services and possible training includes: Food handling, Mental Health, Communicating and understanding our clients, Services for the homeless, Teen support tools, Family counseling centers, Medical emergency training, Sensitivity training, Sexual awareness training, Meal Planning on a low budget, Volunteer children guidelines, etc. We want this person to assist us in the preparation of material about specific topics (such as who provides certain services in the area, where, and when) and to help us organize actual training on specific subjects with the right materials. This person would also help us in delivering training.

*Skills needed/proficiency:* Skilled in community and agency resources, trainer, able to find, organize or develop training material about a range of topics, and able to deliver specific training as needed; knowledge of Washington/Issaquah nonprofit resources.

*Recruitment plan:* We plan to prepare a draft scope of work for the project that defines what we want to accomplish, the skills needed and the timeline. We will then go to the many organizations that support us, discuss the need, and get them to help us find the right candidates. Once possible volunteers have been identified, we will interview them to ensure that it is a good match, and draft an agreement for them to sign that details the scope of work, key deliverables, and expected timeline.

## **Mary's Place Day Center**

### **Auto Mechanic**

*Role/scope of work:* Volunteer will keep organization vehicle in working order

*Skills needed/proficiency:* Ability to successfully, service and repair Chevy Astro Van including preventative maintenance. Will need to have own tools.

### **Volunteer Licensed RN, MD or DO**

*Role/scope of work:* Provide free medical services based upon your specialty during a 2-hour shift at least once per month every other week.

*Skills needed/proficiency:* Licensed medical professional

*Recruitment plan:* Mary's Place uses advertisements in the newsletter for these skilled roles today. In the future, they may post these skills-based opportunities on their Facebook page and with the United Way Volunteer Center's online system.

## **Compass Housing**

### **Trainer**

*Role/scope of work:* Improve orientation for volunteers. Advise Compass's Volunteer Coordinator about components of an orientation program, including development of a Power Point presentation.

*Skills needed/proficiency:* Experience orienting and training volunteers; Desired: experience in developing Power Point presentations.

*Recruitment plan:* For After-School Tutors, post announcement on Volunteer Match and United Way sites; advertise need with associations of retired teachers and colleges of education in the Puget Sound region.

Post announcement on Volunteer Match and United Way sites; Volunteer Coordinator will also seek recommendations from her larger network of contacts.

## **Downtown Food Bank**

### **Strategic Planning Facilitator**

*Role/scope of work:* Assist with development of Vision, Mission and Goals of the Volunteer Program

*Skills needed/proficiency:* Strategic Planning and Facilitation

### **Management Mentor**

*Role/scope of work:* Be a sounding board and advisor during the implementation of new volunteer job descriptions and performance evaluations.

*Skills needed/proficiency:* Excellent supervisory and communication skills. Change management experience a plus

*Recruitment plan:* For the Mentor role, the organization will solicit Board members for potential mentor leads. Major corporate contributors or private sector partners may also be fertile ground for identifying potential matches.

Finally, both offerings will be post on United Way of King County's volunteer match website.

## **El Centro de la Raza**

### **Facilitator**

*Role/scope of work:* Develop Volunteer Philosophy Statement, working with El Centro's wider staff, and to facilitate development of the Volunteer Program's goals, objectives and evaluation metrics, aligned with the organization's mission.

*Skills needed/proficiency:* Experience facilitating large group involvement in developing philosophy, mission, vision or values statements; experience facilitating large group involvement in developing strategic plans, work plans or goals/objectives/evaluation metrics.

*Recruitment plan:* The Volunteer Coordinator will work with existing contacts to identify and recruit pro-bono facilitation services. Once a facilitator(s) have been identified, review qualifications/experience to determine if there is a fit with existing facilitation needs. The Volunteer Coordinator will then work with the identified facilitator to define the scope of work, time commitment, and any non-cash exchange that would be provided for the services.

## **Emergency Feeding Program**

### **Volunteer Coordinator**

*Role/scope of work:* Coordinator day-day volunteer activities

*Skills needed/proficiency:* Superior communication, organizational and interpersonal skills. Ability to promote the organization in the community; conduct outreach activities to recruit volunteers; coordinate and schedule volunteers; market the value of volunteers across the organization.

### **Individual Donor Relations**

*Role/scope of work:* Volunteer will assist with building donor pool

*Skills needed/proficiency:* Superior relationship management skills; strong communication skills (written and verbal) and marketing skills. Ability to promote EFP to the community and persuade potential donors to support its mission.



## Greenwood Food Bank

### **Volunteer Coordinator**

*Role/scope of work:* Develop portfolio of volunteer role descriptions. Coordinate project to collect, update & catalog all volunteer job descriptions.

*Skills needed/proficiency:* Project coordination skill. Ability to elicit and understand information through interviews (of staff or volunteers) and review of documents. Ability to translate / synthesize information into common structure / format for job descriptions through clear written communication. Facility with formatting features of Word or other software to be used for this project.

### **Program Evaluator**

*Role/scope of work:* Develop tool(s) for evaluation system for GFB volunteer program (program evaluation or evaluation of / feedback from individual volunteers. Assist Volunteers of America: Western Washington and GFB staff in support of developing a 2-level evaluation system. Develop evaluation tools that may include paper or web-based surveys or assessment forms.

(Based on skills of volunteer, secondary role could be to define / propose / set-up data collection methodology and means of analysis for evaluation.)

*Skills needed/proficiency:* Program evaluation and/or human resource management experience. Experience developing paper or web-based assessment / survey tools (e.g. surveymonkey.com, etc.). Ability to clearly communicate evaluation criteria into clear questions or survey elements. Facility with computer-based formatting and web-based tools.

(If data collection / analysis definition were part of role, then requirements would include strong analytic skills, experience with data collection and analysis methods and structures.)

*Recruitment plan:* Active outreach to Greenwood / Phinney communities through blogs, other web-based communication tools and neighborhood civic organizations. Request assistance through Phinney Neighborhood Association /Greenwood Senior Center's civic engagement program (SAGE- Seniors Active Giving & Engaged.) Post skills-based volunteer opportunities on volunteermatch.org and uwkc.org.

## Hopelink

### **Volunteer Trainer**

*Role/scope of work:* Assist in development and delivery of training for volunteers who work with clients in the food bank by providing them with tools in de-escalation, safety, advocacy, and Hopelink values.

*Skills needed/proficiency:* Management, Training Development and Evaluation of others and Supervisory/Conflict Resolution skills.

## North Helpline

### **Supervisor of food distribution volunteers**

*Skills needed/proficiency:* Supervisory experience (paid or unpaid); familiarity with (or willingness to become familiar with) logistics of North Helpline food distribution; ability to work with and motivate disparate volunteers; commitment to on-site presence.

*Recruitment plan:* The likeliest individuals for the position are those now working as supervisors or those now retired (or otherwise not working) who have such experience. RSVP and other retired-persons organizations may be a recruiting source, along with Seattle Works or other organizations of employed persons. The organization will be seeking someone who, beyond supervisory skills, has leadership abilities, so that he/she can welcome volunteers, motivate them and keep them engaged, and aid in the recruitment of supervisory assistants and potential successors.

The engagement plan needs to include 1) a clear understanding of the duties, hours, and duration of commitment expected of the volunteer; 2) a break-in period, in which the prospective volunteer works on the floor (not as a supervisor), to ensure he/she is comfortable with the setting and the other volunteers.

## Millionair Club

### **Event Photographer**

*Role/scope of work:* The Event Photographer is an essential component of our effort to ensure a memorable and gratifying experience for donors, volunteers and staff. The photographs captured will aid in promotional and fundraising efforts for the charity, and for the promotion of future events.

*Skills needed/proficiency:* Ability to identify, create and capitalize on a range of photographic opportunities. Must provide all necessary professional-quality photographic equipment. Professional event photography experience preferred, but not required. Must be able to make solid commitment to date and time.

*Recruitment plan:* Post opportunities to the following websites: Millionair Club, UWKC, VolunteerMatch, and Craigslist. Post opportunities to social networking sites such as Facebook and Twitter. Offer opportunities in online and print Millionair Club newsletters. Attend community events, job and education fairs that allow for materials on the Millionair Club to be displayed.

Explore the possibility of posting opportunities on school campuses, corporate bulletin boards (online and in person). In the future, opportunities may appear in a printed volunteer brochure.

## Phinney Neighborhood Association

### **Salesforce Expert**

*Role/scope of work:* We are seeking a volunteer to develop “web-to-Salesforce” functionality for our new PNA website. Ideally we want an interactive online form that will solicit specific information from prospective volunteers based on the answers they give as they respond to questions about their interests, availability, etc. We are also interested in the potential to update information for existing contacts via a web form.

*Skills needed/proficiency:* In-depth knowledge of Salesforce, including experience creating web-to-lead tools. The volunteer will need to be comfortable both working independently and receiving input from more than one PNA staff member.

### **Access Database Update Expert**

*Role/scope of work:* We are seeking one or more volunteers to assist with the conversion of individual databases from Access 2000 to Access 2010. We also hope to connect to basic member/donor information in Salesforce to these databases using DemandTools, even before full Salesforce integration is complete.

*Skills needed/proficiency:* In-depth knowledge of both Access 2000 and Access 2010 is essential; familiarity with Salesforce and the DemandTools application would be ideal. Volunteers will need to be comfortable both working independently and receiving input from more than one PNA staff member.

### **Database Integration Expert**

Now that we have become more familiar and proficient with Salesforce, we are eager to explore ways to use this tool to replace numerous Access databases used by different PNA programs. We are seeking a volunteer to take a global look at 8-10 different databases and help us assess the feasibility of replacing them within Salesforce.

*Skills needed/proficiency:* In-depth knowledge of Salesforce, as well as both Access 2000 and Access 2010 is essential. The ideal candidate will be able to see the big picture, as well as identify specific methods for solving database problems. The volunteer will need to be comfortable both working independently and receiving input from more than one PNA staff member.

*Recruitment plan:* Work the connections we already have with volunteers who work with computers and may have Salesforce and/or MS Access expertise. Email and online listings

### **Puget Sound Labor Agency**

#### **Marketing/Design Specialist**

*Role/scope of work:* This volunteer would assist PSLA with design and graphics for new marketing materials.

*Skills needed/proficiency:* Graphic design, marketing material layout and production.

*Recruitment plan:* A volunteer with marketing/design capabilities could be recruited on the internet through traditional volunteer recruitment websites and/or Craigslist; through the Art Institute of Seattle; and through neighborhood-based recruitment.

### **Clothing alterations/sewing**

*Role/scope of work:* This volunteer would provide specialized assistance in altering and repairing clothing donated to PSLA.

*Skills needed/proficiency:* Basic and advanced sewing and alteration skills.

*Recruitment plan:* The clothing alteration/sewing volunteer could be recruited through internet sources and online volunteer postings as well as by contacting local senior centers for any potential volunteers.

### **Translation services**

*Role/scope of work:* This volunteer would provide translations of food bank instructions, flyers and signs.

*Skills needed/proficiency:* Foreign language skills, primarily Asian (e.g. Cantonese, Mandarin, Vietnamese, Korean) languages.

*Recruitment plan:* The translation volunteer could also be recruited through volunteer recruitment websites and/or Craigslist, as well as by contacting the language departments of local high schools and colleges.

## **Recovery Café**

### **Photography Coordinator**

*Role/scope of work:* The Photography Coordinator will be responsible for organizing a photographer at Recovery Café events, organizing online photo galleries, and printing of photos as needed. The event photographer or other volunteer will be responsible for collecting photo-release forms at event, to be scheduled by the Photo Coordinator.

Recovery Cafe wants to document volunteer events, to provide information about programs for volunteers, board, and the community. The Photography Coordinator will give Recovery Cafe a capability that is currently not part of the staff or volunteer community.

*Skills needed/proficiency:* scheduling, knowledge of photo software/services.

### **Open-Mic Coordinator**

*Role/scope of work:* The Open Mic Coordinator will be responsible for organizing the Open Mic night, which involves coordinating groups of community volunteers for meal service and event support. The O.M. coordinator will arrange for a group to run the Open Mic

evening; collect food-requirements for the evening; arrange for setup, serving, cleanup; arrange for MC for the evening.

The Open Mic night is a key event at the Café. It provides an opportunity for the Café to open its doors to the larger community and introduce them to our services. The Open Mic event also serves as a monthly celebration of our members and volunteer community. Everyone in the Café community is invited.

The Open Mic coordinator at Recovery Café will be responsible for establishing a process for groups to assist with this event. This will involve recruiting community groups, training the group, and securing the necessary staff support.

*Skills needed/proficiency:* event coordination / project management, scheduling.

*Recruitment plan:* Monthly scheduled Coffee Hour, as an introduction for prospective volunteers (followed by scheduled interviews of interested volunteers); Word of mouth / Friends of staff, board, volunteers

## **Senior Services**

### **Grantwriter**

*Role/scope of work:* Volunteer will assist Senior Services with grant writing.

*Skills needed/proficiency:* Experience writing VISTA or grant applications.

### **Work flow design volunteer**

*Role/scope of work:* Volunteer will assist Senior Services with developing a work flow system.

*Skills needed/proficiency:* Work flow and systems design experience.

*Recruitment plan:* Recruiting of volunteers will be completed through posting the opportunities on United Way, Volunteer Match, InternshipMatch.com, volunteer referral and word of mouth.

## **Food Bank @ St. Mary's**

### **Office Organizer**

*Role/scope of work:* Volunteer will assist Food Bank @ St. Mary's to better organize office and systems, to eliminate duplicated efforts and to streamline processes overall.

*Skills needed/proficiency:* "Process" skills, combined with office management skills; also need computer and software skills; nonprofit experience desirable.

### **Database Researcher**

*Role/scope of work:* We are looking for a volunteer to research options and assist with database selection; potentially assist with implementation.

*Skills needed/proficiency:* Computer, database management, software background; nonprofit experience

### **Program Designer**

*Role/scope of work:* Work with Volunteer Coordinator to develop, document and implement the Volunteer Management Plan (Attachment C). Assist in research, analysis, and writing.

*Skills needed/proficiency:* Analysis and design of organizational systems, change management, clear and concise writing style

*Recruitment plan:* Look at present volunteers & their skills; post as a Volunteer Opportunity at AARP Seattle Office, Community Colleges etc.

Post intern opportunity with Volunteer Match, United Way, colleges and universities; also with IT organizations.

## **Teen Feed**

### **Marketing and Advertising Expert**

*Role/scope of work:* Volunteer would assist with Re-Branding. Manage a project to re-brand the organization from University Street Ministry to Teen Feed. This includes changing Teen Feed's logo, web site presence, and marketing.

*Skills needed/proficiency:* This work requires advertising, marketing, project management, electronics communications, and graphics design skills and experience. Other activities include new newsletter template, editing website, blogging strategy, developing brochures, and editing existing documents and materials.

*Recruitment plan:* Presentations at orientation session by Teen Feed to specifically define what skills are needed, outcomes/products, and a timelines that clearly defines the work and expectations.

## **White Center Food Bank**

### **Training video developer**

*Role/scope of work:* Volunteer would assist with creation of training videos for WCFB

*Skills needed/proficiency:* Experience with Video/Audio production.

## **Database Assessment**

*Role/scope of work:* Volunteer would help to assess current database as well as with strategy development and implementation.

*Skills needed/proficiency:* Ability to complete an information needs assessments, make recommendations, specific experience with Salesforce preferred

*Recruitment plan:* Additional skills-based volunteers will be sourced via a variety of channels, depending on the specific need. Consider unique sources of volunteers. For example, many current and past delivery drivers have been retired civil servants, so determining where these individuals stay connected to their community should inform future outreach efforts.

# 2011

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## Atlantic Street Center

### Grant Researcher

*Role/scope of work:* Search for and identify potential grant opportunities; identify grant requirements for specific grants

*Skills needed/proficiency:* Grant research experience with the ability to interpret grant guidelines correctly, attention to detail, analytical skills, meet deadlines, organizational skills, effective task and time management skills, work independently, good communication skills. Needs computer skills and access to computer.

*Recruitment plan:* Network with local grant writing associations, such as the Puget Sound Grant Writing Association and programs that offer grant writing training (Antioch, South Seattle CC, UW and Seattle U). Ask board members, staff, current volunteers, and other contacts to recommend potential candidates. Post the opportunity on online and use social networking sites including Facebook and twitter. Advertise on ASC's website and through other organizations and church groups that are familiar with their programs.

### Event Planner and Chairperson

*Role/scope of work:* Event Planner and Chairperson: Oversee and manage fundraising and agency events. Work with event teams to plan and orchestrate events. Determine roles needed, make assignments, determine time-lines, and hold committee chairs accountable.

*Skills needed/proficiency:* Experience leading fundraising events. Excellent management, leadership, organizational, communication and interpersonal skills; good multi-tasker; pay close attention to detail while keeping eye on the big picture

*Recruitment plan:* Contact and network with event planning companies and organizations that offer programs geared to training event planners (Kaplan College, Penn Foster Career School). Ask board members, staff, and current volunteers to recommend potential candidates. Post the opportunity online and use social networking sites including Facebook and twitter. Advertise on ASC's website and through other organizations and church groups that are familiar with their programs.

## Chief Seattle Club

### Native Healing Worker

*Role/scope of work:* Provide culturally and spiritually relevant group opportunities (typically 4-20 per session, more possible) for members (e.g., Talking Circle, sweat lodge if we have access to a facility). Strongly prefer American Indian or Alaska Native practitioner(s). Nature and frequency of events will vary according to practitioner skill and



availability. Prefer to include at least one opportunity per week—will negotiate other patterns (monthly, quarterly, annually, or one time only).

*Skills needed/proficiency:* Trained in facilitating the form of traditional, native, group healing work offered. References required; CSC will inquire re: reputation in the native community. Prefer experience with urban native population(s) (age spectrum, multiple tribal heritages, some homeless, some low income, some substance abuse, etc).

*Recruitment plan:* request referrals from members and community leaders, contact known practitioners with good reputation in the community (generally by phone, mail or email).

## **Congregation for the Homeless**

### **Event Planner**

*Role/scope of work:* Planning and implementing fund raising events for a non-profit organization

*Skills needed/proficiency:* Prior experience in fund raising event planning, strong organizational and communication skills, community connections, responsibilities include booking the venue, advertising, inviting attendees, ordering food, arranging activities, working with vendors and setting up the event. Must work within a very tight budget and may need to solicit sponsorships from major donors.

*Recruitment plan:* Advertising with volunteer organizations that are associated with CFH, posting on website

### **Marketing/Communications Director**

*Role/scope of work:* Manage the marketing and communications strategy for the organization as well as the branding message.

*Skills needed/proficiency:* Experience in marketing/communications and brand development. Strong communication skills as well as the ability to be creative in the development of a newly emerging marketing and communication strategy.

*Recruitment Plan:* Advertising with volunteer organizations that are associated with CFH, posting on website, UWKC volunteer website.

## **Denise Louie Education Center**

### **Blogger/Researcher**

*Role/scope of work:* Blogger/Researcher to write articles on DLEC, head-start and early head-start related issues.

*Skills needed/proficiency:* Public relations, communications or education background.

*Recruitment plan:* Work with local universities to recruit potential blogger(s).

### **Bookkeeping Assistant/Financial Clerk**

*Role/scope of work:* Bookkeeping Assistant /Clerk to assist the Finance Department.

*Skills needed/proficiency:* Background in bookkeeping, experience with accounting software.

*Recruitment Plan:* Work with local universities to provide course credit and/or job experience for bookkeeping/accounting interns.

## **Friends of Youth**

### **Data Entry Coordinator**

*Role/scope of work:* Data entry of volunteer information. Volunteer information would be entered into Raiser's Edge database. Volunteer would be trained to enter paper files and other information about volunteers into the Raiser's Edge database. Position would be ongoing, initial data entry for all volunteers and then ongoing data entry on volunteer performance, hours, etc.

*Skills needed/proficiency:* Background in clerical work/data entry. Computer skills-keyboarding, knowledge and experience with Windows, data entry, experience with Raiser's Edge preferred but other database software would be helpful.

*Recruitment plan:* E-mails current volunteers regarding role and online posting.

### **Newsletter creation**

*Role/scope of work:* Assist in the creation of the new expanded volunteer section in the 'Friend to Friend' newsletter—including writing, layout, graphics, editing, etc.

*Skills needed/proficiency:* Electronic communications skills, writing and editing skills, knowledge of Friends of Youth

*Recruitment Plan:* Advertise new volunteer position to current volunteer e-mail list, post position on United Way, contact key volunteers for their input on who might be interested.

## **Hearing Speech and Deafness Center**

### **Staff Retreat Facilitator**

*Role/scope of work:* Facilitate staff retreat to assess barriers to volunteer engagement, identify solutions for overcoming barriers, and identify meaningful volunteer opportunities.

*Skills needed/proficiency:* Excellent communication and facilitation skills. Experience working with volunteers or as a volunteer desirable, particularly if experience includes working with skilled volunteers or as a skilled volunteer.

*Recruitment plan:* The VEM will work with existing contacts to identify, recruit, and vet potential facilitators. Then, the VLT will interview final candidates and select their choice.

### **Volunteer Event Coordinator**

*Role/scope of work:* Support VEM in coordinating volunteer efforts.

*Skills needed/proficiency:* Experience with event planning preferred. Excellent communication, organizational, and interpersonal skills. Ability to promote the organization in the community; conduct outreach activities to recruit volunteers; coordinate and schedule volunteers; and market the value of volunteers across the organization.

*Recruitment Plan:* The VEM will work with existing contacts to identify, recruit, and vet potential volunteer coordinators. Then, the VLT will interview final candidates and select their choice.

## **Interaction Transition**

### **Volunteer Manager**

*Role/scope of work:* Volunteer will on-board new volunteers, evaluate performance, ensure high levels of volunteer support, manage organizational culture to ensure effective volunteer relationships, and interact with clients when necessary to ensure volunteer viability.

*Skills needed/proficiency:* Volunteer Management experience preferred and the ability to build effective volunteer relationships through exemplary leadership. Detail-oriented and skilled in systematizing a two-way evaluation process, maintaining a database, and communicating effectively. Also, this person needs to be able to work independently yet remain closely aligned with Executive Director and Operations Manager.

### **Systems Administrator**

*Role/scope of work:* Volunteer to maintain and operate agency's computer system and/or network in order to document policies, standards, and accomplishments.

*Skills needed/proficiency:* This person should be skilled in the design, development, and maintenance of computer/network systems.

## **Jubilee Women's Center**

### **Small Business Mentor**

*Role/scope of work:* Mentor a resident interested in starting her own small business selling handmade crocheted items. This plan may be reused if there were someone in the future who wanted to start a crafting type business from home.

*Skills needed/proficiency:* Experience owning/operating a small business from home, knowledge of copyright laws, and ability to teach business skills. Knowledge of craft sales preferred (e.g. Etsy.com)

*Recruitment plan:* Online postings and volunteer connections. Contact other related local businesses (yarn stores, and stores that have large “craft” section i.e. Michaels, Ben Franklin), Research websites like knittingforprofit.com. Make requests via: Girl Power Hour (networking group), reach out to board of directors and to Junior League.

## **Computer Teacher**

*Role/scope of work:* Provide computer classes (e.g. MS Office & Access)

*Skills needed/proficiency:* Experience as teacher for adults paired with professional computer experience

*Recruitment plan:* Volunteermatch.org, UWKC.org, idealist.org, VolunteerLive, Net Squared events on the eastside, referrals from current instructors, research any local computer training companies and contact them for volunteers, utilize existing pool of volunteers from database and advertisements in JWC newsletter.

## **Data Entry**

*Role/scope of work:* enter & manage volunteer data in Raiser’s edge

*Skills needed/proficiency:* advanced computer skills and experience with data entry and Raiser’s edge.

*Recruitment Plan:* Volunteermatch.org, UWKC.org, idealist.org, VolunteerLive, Net Squared events on the eastside, research any local computer training companies and contact them for volunteers, utilize existing pool of volunteers from database and advertisements in JWC newsletter. Contact other service organizations to see if they use Raiser’s Edge and if they have any recommendations.

## **Kindering Center**

### **Research Assistant**

*Role/scope of work:* Provide support to the Chief Program Officer, specifically in the areas of data collection, data analysis, and research collaborations. Collect and analyze annual parent satisfaction survey data. Create a method of analyzing new child outcome data Analyze and report on aggregate child outcome data Help recruit participants & organize events for university research collaboration.

*Skills needed/proficiency:* Background in sensitive data collection & data analysis. Excellent MS Access or Excel skills.

*Recruitment plan:* Advertising at local colleges and universities, talking to local professional contacts

### **Class Room Assistant**

*Role/scope of work:* Assist Special Educator and Therapists providing activities that support the developmental goals of children in a classroom setting. Responsibilities include: assist children in performing scheduled activities, monitor children's progress in instructional programs, monitor and reinforce appropriate child behavior and safety, maintain children's cleanliness

Assist with classroom set-up and clean up, maintain and prepare classroom supplies, maintain and clean up toys and equipment, record classroom attendance

*Skills needed/proficiency:* AA degree in Early Childhood Education or equivalent. Experience working with infants and toddlers, or disabled children.

*Recruitment Plan:* advertise College and U, website, Facebook, BCC volunteer fair, local high school volunteer fairs.

### **Kirkland Interfaith Transitions in Housing**

#### **Social Media Assistant**

*Role/scope of work:* Volunteer will manage and expand social media presence for KITH

*Skills needed/proficiency:* Experience managing social media for business use, project management skills. Must be extremely trustworthy.

*Recruitment plan:* Inquire through word-of-mouth and existing volunteers, and expand recruitment through online resources.

#### **Fundraising Event Manager**

*Role/scope of work:* Fundraising Event Manager

*Skills needed/proficiency:* Previous event coordination and fundraising experience; advanced communication and problem solving skills; education and experience in research, sales and writing.

*Recruitment Plan:* Spread the word throughout volunteer and staff, advertise online.

### **Life Long AIDS Alliance**

#### **VLT Communication Volunteer**

*Role/scope of work:* Support the implementation of the VLT Communication plan.

*Skills needed/proficiency:* Expertise and experience writing a variety of communication materials. Familiarity with MS Office, Adobe, and Raiser's Edge software to produce needed documents. Previous program management and implementation experience preferred.

*Recruitment plan:* The Volunteer Program Supervisor will work with existing contacts to identify and recruit pro-bono communications professionals.

### **Website/IT Volunteer**

*Role/scope of work:* General maintenance and updating of current website in addition to other IT tasks to be defined.

*Skills needed/proficiency:* Proficiency with HTML coding, website technologies, social media and database programs. Background in website design and maintenance.

*Recruitment Plan:* The Volunteer Program Supervisor will work with existing contacts to identify and recruit pro-bono website/IT professionals.

### **Low Income Housing Institute**

#### **Low Impact Exercise Instructor**

*Role/scope of work:* Low impact exercise instructor

*Skills needed/proficiency:* License likely required, experience working with seniors, people with mental health issues and/or physical disabilities, including obesity. Background in low impact exercise instruction.

#### **Healthy Cooking Instructor**

*Role/scope of work:* Healthy cooking instructor

*Skills needed/proficiency:* Experience creating healthy meals on a low income budget required; teaching experience, ability to work with seniors, people with mental health issues and/or physical disabilities

### **New Futures**

#### **IT Volunteer**

*Role/scope of work:* Facilitate and develop enhanced IT maintenance and improvements of all systems in order to troubleshoot and have maximum use of network and technical equipment.

*Skills needed/proficiency:* IT Background, experience in setting up and maintaining company networks, websites, and intranets as well as Outlook and possibly web 2.0 for

social marketing movement within agency. Ability to troubleshoot basic problems including printer malfunctions, network communications lapses, and basic computer updates and maintenance.

*Recruitment Plan:* Reach out to local IT volunteer sites and agencies, University of Washington, and United Way's volunteer website by posting new volunteer job description. Also, reach out to our current donor/constituent base to inquire about availability and desire to donate time and talent on a regular basis (weekly, bi-weekly, monthly – to be determined) and/or to solicit recommendations for who or where to recruit.

## **New Horizons Ministries**

### **In-Service Training facilitator**

*Role/scope of work:* Facilitate in-service volunteer training session based on agency requirements and volunteers' perceived needs

*Skills needed/proficiency:* Counseling; employment referral sources training; experienced facilitator of "life at work skills", experienced adult educator

*Recruitment plan:* ED, DYS, and VM will identify and recruit potential facilitators on an on-going basis to have a robust in-service training yearly calendar.

### **Client database developer**

*Role/scope of work:* Complete the design and implementation the of client information record keeping system

*Skills needed/proficiency:* Database development. Understanding of how NHM measures success of a client. Experience using SQL.

## **Real Change**

### **Marketing Assistant**

*Role/scope of work:* This role focuses on three primary tasks: Find local businesses and organizations who have never advertised with Real Change before, develop customized packets ready for mailing to those prospective advertisers, and create financial projections for Real Change's ad sales by year.

*Skills needed/proficiency:* Computer, Database, Analytical, and Marketing skills a must. Applicants should be comfortable with QuickBooks, have excellent communication skills, an ability to work very independently with little supervision, and be creative. Knowledge of Mac OS X is a plus.

*Recruitment plan:* We plan to create a detailed position description with the help of the Editorial, Development, and Operations staff who all assist in the advertising process.

## **Club Vendor of the Month Coordinator**

*Role/scope of work:* Develop and implement a “Club Vendor of the Month” program. A club vendor is a Real Change newspaper seller who sells the paper at a designated location and time. The position will include meeting with a nominated vendor at his/her turf or at the Real Change office, doing a brief interview, taking their picture, and creating a short write-up about them. This may also include brainstorming prizes for the vendor at each month and/or soliciting outside donations to give as a reward, and possibly creating a simple display in the vendor space to honor the Club Vendor of the Month each month.

*Skills needed/proficiency:* Must be comfortable interacting with vendors, and have proficient writing skills. Experienced with program development and implementation; journalism/blogging background. Familiarity with Real Change vendors is helpful, but not necessary.

*Recruitment Plan:* Outreach to past and current RC volunteers who need a more flexible volunteer schedule, where they can work on a project on their own time.

## **The Sofia Way**

### **Outreach/Marketing Coordinator**

*Role/scope of work:* Make TSW a diverse organization by reaching out to other cultural centers within community.

*Skills needed/proficiency:* Experience working with the minority community, multilingual access and increasing employee ability to be culturally sensitive and inclusive. Marketing skills that will aid our reach into the community.

*Recruitment plan:* The Community Resources Manager will work with known community volunteer recruitment programs to recruit for this position such as United Way, City of Bellevue volunteers’ services, and Microsoft’s volunteer web based network.

### **Marketing Team Developer**

*Role/scope of work:* Develop a marketing team to enhance TSW’s reach into the community.

*Skills needed/proficiency:* Experience in marketing

*Recruitment Plan:* The CRM will work with the volunteer recruitment programs to recruit for this position such as the United Way, City of Bellevue volunteer services, and Microsoft’s volunteer web based network.

## **Wellspring Family Services**

### **Volunteer Coordinator**



*Role/scope of work:* Volunteer Coordinator (temporary). Assists programs in filling their volunteer needs, pending creation of a paid Volunteer Coordinator position.

*Skills needed/proficiency:* Strong communication and organizational skills. Ability to work with multiple program managers and to handle multiple (and sometimes competing) needs. Experienced in volunteer management and/or with office management preferred.

*Recruitment Plan:* Post a position description to website. Review current volunteers at organization for appropriateness and interest.

# 2012

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## AtWork!

### **Volunteer Coordinator (Temporary)**

*Role/scope of work:* Assists programs in filing their volunteer needs, pending creation of a paid Volunteer Coordinator position.

*Skills needed/proficiency:* Strong communication and organization skills. Ability to work with multiple program managers and to handle multiple (and sometimes competing) needs. Experienced in volunteer management and/or with office management preferred.

*Recruitment Plan:* Post a position description to the AtWork!, United Way, Volunteer Match, and Craig's List websites. Also promote position in churches, schools and appropriate professional associations (e.g., SHRM).

### **Market and Communications Specialist**

*Role/scope of work:* Marketing and Communications Specialist

*Skills needed/proficiency:* Strong communication skills, experience using and or interest in social media marketing, internet research, design sensibilities, copywriting (e.g., newsletter, website content, social media posts, event collateral, job announcements/recruitment materials, etc.), presentation skills

*Recruitment plan:* Post a position description to the AtWork!, United Way, Volunteer Match and Craig's List websites. Also promote position in churches, business schools and appropriate professional associations (e.g., AMA, Seattle DMA).

## Auburn Youth Resources

### **Youth Advocate**

*Role/scope of work:* Youth Advocate - 1:1 mentoring, provide support, encouragement and assistance to youth in the drop in and shelter programs

*Skills needed/proficiency:* Background in advocacy field. Ability to relate with youth, knowledge or experience with youth serving community resources, knowledge/understanding of current youth culture and issues, knowledge of homeless and at risk youths.

*Recruitment plan:* United Way of King County website , local college and university internship fairs, local churches, etc.

## **Kitchen Manager**

*Role/scope of work:* Kitchen Manager – weekly meal planning, grocery planning and shopping, provide nutritional meals, kitchen safety

*Skills needed/proficiency:* Food handlers card, nutrition guideline knowledge, experience budgeting and managing a kitchen. Familiar with health department regulations and strong organizational skills.

*Recruitment Plan:* United Way of King County website, Community church personnel, Senior Services, Culinary Schools/Community Colleges, etc.

## **Centerstone (formerly CAMP)**

### **Financial Education Program (FEP) Presentation Assistant**

*Role/scope of work:* The volunteer would assist CAMP's Financial Education Specialist in conducting financial education presentations. Ideally, the presentations would be given in a classroom-type setting, with the Financial Education Specialist acting as the facilitator and the volunteer would be on-hand to answer clients' questions and assist them in completing the worksheets and activities regarding budgeting.

*Skills needed/proficiency:* Understanding of household finances, particularly budgeting and savings; good verbal communication; fluent in English, Mandarin Chinese a plus; comfortable working with people from different backgrounds;

*Recruitment plan:* Utilize CAMP's current relationships and also reach out to other community partners, as done in the past. The position will also be advertised on United Way of King County and CAMP websites as well as social media.

## **Eastside Baby Corner**

### **Data Entry/ Data Analyst Specialist**

*Role/scope of work:* Data Entry/Data Analyst Specialist; EBC would benefit from timely and accurate data entry for;

- a. House orders
- b. Volunteers hours (especially incorporating core volunteers into VolunteerHub)
- c. Regular review of inventory reports to help control space management; excesses and overages
- d. Create more efficient and effective forms (house order form; volunteer sign in sheets, etc.)
- e. Potential to help with post-event data entry (Development)

*Skills needed/proficiency:* Experience with accurate data entry; experience creating forms; ability to identify effective data tracking tools; ability to interpret available data

*Recruitment plan:* internally to current volunteers plus UWKC, VolunteerMatch, Microsoft Volunteer Manager, Idealist

### **Procedures and Process Specialist/Documenter**

*Role/scope of work:* Volunteer would create resource that documents tasks and jobs; review current practices and implement more efficient procedures as needed;

*Skills needed/proficiency:* experience with process improvement or LEAN manufacturing

*Recruitment Plan:* Circulate internally to current volunteers plus UWKC, VolunteerMatch, Microsoft Volunteer Manager, Idealist

## **Encompass**

### **Nurse**

*Role/scope of work:* Nurse to provide basic health checks for ECEAP program.

*Skills needed/proficiency:* Licensed Nurse (RN or LPN) or 3<sup>rd</sup> or 4<sup>th</sup> year nursing students able to take blood pressures, check temperatures etc.

*Recruitment plan:* Check volunteer database of current volunteers for possible volunteers with a nursing/medical background and/or nursing students who may be qualified for the position. Work with volunteer coordinator at the local hospital who we already have a good relationship with on recruiting volunteers. Post position on regular avenues such as: Web site, Facebook, flyers, United Way of King County, and VolunteerMatch.com.

### **English to Spanish Translator**

*Role/scope of work:* English to Spanish Translator to translate program materials and agency marketing materials into Spanish

*Skills needed/proficiency:* Bilingual, proficient in writing and translation English to Spanish.

*Recruitment Plan:* Check current volunteer database for volunteers with the skills necessary to translate material into Spanish for the organization. Work with the local Spanish-speaking community to help recruit if necessary. Post the need on flyers, on the Web site, United Way of King County, VolunteerMatch.com, Facebook and emails sent to all volunteers.

## **FareStart**

### **Volunteer-Orientation Presenter**

*Role/scope of work:* Volunteer-orientation presenter: lead volunteer orientations.

*Skills needed/proficiency:* Meeting management, public speaking, and experience as FareStart volunteer.

*Recruitment plan:* Identify potential candidate from existing FareStart volunteers. Candidates must be interested in speaking to new volunteers, helping to answer questions, and providing feedback to the Community Engagement Coordinator.

### **Volunteer Ambassador**

*Role/scope of work:* Volunteer ambassador – speak to external/community groups about FareStart volunteer program. This position is focused on external communication regarding the volunteer program.

*Skills needed/proficiency:* Public speaking skills, FareStart volunteer experience.

*Recruitment plan:* Identify candidates from existing FareStart volunteers. Candidate must be comfortable speaking to groups, and able to answer questions about FareStart and the volunteer program.

## **Harrington House**

### **Home Maintenance “Handyman”**

*Role/scope of work:* Home Maintenance “Handyman” to carry out minor repair work in the house, changing batteries and light bulbs, minor plumbing maintenance and other ad-hoc tasks such as lawn mowing, yard work, sweeping and baby proofing the

*Skills needed/proficiency:* Experience with general “handyman” and home maintenance tasks and yard work activities.

*Recruitment plan:* The CM and LSC will review existing volunteers to identify who are multi-skilled to come in and perform the variety of tasks. In addition, reach out to parishes with brochures to get more volunteers.

### **House Keeping Instructor**

*Role/scope of work:* House Keeping Instructor to help residents understand how to effectively clean house by establishing cleaning standards and teaching effective use of tools, techniques, and cleaning products. Residents have house-keeping and cleaning responsibilities but many are unfamiliar with cleaning techniques, tools, cleaning products, and generally acceptable cleanliness standards. The instructor may also help residents to organize their living space and possessions to reduce clutter and encourage organization.

*Skills needed/proficiency:* Housekeeping and cleaning experience, knowledge of cleaning tools and cleaning products knowledge. Experience with instructing others desired.

*Recruitment Plan:* The CM and LSC will reach out to their current parishes with brochures and advertise on different sites for the position.

## **Peace for the Streets by Kids from the Streets**

### **PSKS Volunteer Coordinator**

*Role/scope of work:* This position will create and maintain procedures for managing volunteers in the PSKS organization. This will include coordinating with and supporting staff to recruit, train, schedule and report for a variety of volunteer positions.

*Skills needed/proficiency:*

- Experience with volunteer support and management, human resources, or supervision of personnel
- Excellent interpersonal skills
- Self-motivated; able to take initiative on projects
- Computer skills a must: Microsoft Office Suite, Salesforce or similar database, social media channels
- Knowledge of process and documentation required for utilizing volunteers in a not-for-profit agency.
- High degree of organization and attention to detail.

*Recruitment plan:* PSKS will seek qualified volunteers through an application and interview process. This position will be recruited through personal contacts of staff and board members and listings on the United Way, Volunteer Match and Idealist websites. Additionally PSKS will advertise the need for this volunteer position through other community forums and social media.

### **Development Assistant**

*Role/scope of work:* This position will work closely with the PSKS Development Director in support of fundraising activities. Training, supervision and support will be provided as necessary to accomplish assigned tasks with the goal of the volunteer becoming more independent and self-directed over time.

*Skills needed/proficiency:* Detail oriented; Reliable, Motivated & Eager to learn. Desired Skills and Qualifications: Familiarity with Microsoft Office Suite, Salesforce or similar database; Familiarity with web content management and social media

*Recruitment plan:* PSKS will seek qualified volunteers through an application and interview process. This position will be recruited through personal contacts of staff and board

members and listings on the United Way, Volunteer Match and Idealist websites. Additionally PSKS will advertise the need for this volunteer position through other community forums and social media.

## **Rainier Boys & Girls Club**

### **Human Resource Manager**

*Role/scope of work:* Human Resource Manager

*Skills needed/proficiency:* Project management, consulting, training, facilitation

*Recruitment plan:* The board meets every 4th Friday of the month. A position description will be written and distributed to both the board and other internal networks.

### **Administrative Assistant**

*Role/scope of work:* Administrative Assistant

*Skills needed/proficiency:* Project management, data entry, customer service, clerical experience, proficiency in Microsoft Suites, experience using database management systems such as QuickBooks or Kid Trax a plus.

*Recruitment Plan:* The board meets every 4<sup>th</sup> Friday of the month. A position description will be written and distributed to both the board and other internal networks.

## **Seattle Tilth**

### **Historical Data Researcher**

*Role/scope of work:* Historical Data Researcher

*Skills needed/proficiency:* Ability to think creatively about where to gather data on historical involvement of volunteers at Seattle Tilth and how to compile it effectively, from multiple varied data sources. Experience compiling and presenting final research & findings.

*Recruitment plan:* Students in information or mapping systems at local colleges/universities

### **Graphic Designer**

*Role/scope of work:* Graphic Designer

*Skills needed/proficiency:* Experience using Adobe Illustrator or InDesign to create maps and well-designed graphics or outreach materials

*Recruitment plan:* Local professional companies with interest in providing pro bono work, graduates or students in local design schools, professional organizations

## **Solid Ground**

### **Data Entry Specialist**

*Role/scope of work:* Code and enter information into a database with a high level of accuracy. Check data entry. Provide up-to-date information to staff, Board members and committees.

*Data Entry skills needed/proficiency:* Excellent communication skills; Experience with Microsoft Suite and database software; Detail oriented with strong organizational skills; Prior experience conducting queries and reports; Ability to work in self-directed manner as well as part of a team; Willingness and ability to work with people from a variety of racial, cultural and economic backgrounds and with various lifestyles, sexual orientations and ages.

*Recruitment plan:* Post to Solid Ground web site, post to United Way of King County and Volunteer Match websites.

### **Program Assistant**

*Role/scope of work:* Volunteer program assistant(s) will perform administrative tasks, take notes, make copies, set up meetings, and prepare agendas.

*Skills needed/proficiency:* Office Assistant experience desired. Detail-oriented with strong organizational skills; Excellent communication skills; Ability to take general direction and apply to specific circumstances as the situation requires; Ability to prioritize among multiple assignments; Willingness and ability to work with people from a variety of racial, cultural and economic backgrounds and with various lifestyles, sexual orientations and ages; Experience with Microsoft Office Suite

*Recruitment plan:* Job description is being written. Post to Solid Ground web site, post to United Way of King County and Volunteer Match websites.

## **Vashon Food Bank**

### **Counselor/ Therapist**

*Role/scope of work:* Counselor/Therapist – to work quarterly with volunteers re: vicarious trauma.

*Skills needed/proficiency:* Professional training/certification as a licensed professional.

*Recruitment Plan:* Outreach in community to identify an appropriate candidate.

### **Social Media & Website Developer**



*Role/scope of work:* Development of Website/Constant Contact/Social Media Policy – Monitoring System.

*Skills needed/proficiency:* Knowledge of/proven track record in website content management, social media, and electronic communications

*Recruitment plan:* Publicize professional volunteer opportunity through volunteer group and community via website, email, and local postings.

# 2013

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## Asian Counseling and Referral Service

### **Project Manager**

*Role/scope of work:* As a project manager facilitate and manage creation of volunteer feedback survey, working with volunteers, Volunteer Manager, and Senior Nutrition and Assistance Program Manager.

*Skills needed/proficiency:* Experience in project management and coordinating a team. Data analysis experience helpful.

*Recruitment plan:* List opportunity on United Way of KC website, VolunteerMatch.Org, idealist.Org, and Craigslist.org. Consult with and share opportunity with ACRS board members. Share opportunity on ACRS website and with staff and former volunteers. Share on Facebook and LinkedIn.

### **Program Assistant**

*Role/scope of work:* Review ACRS documentation and online materials; suggest updates so they are consistent with ACRS's volunteer philosophy. Documents requiring revision may also include job descriptions, program descriptions and event and activity descriptions.

*Skills needed/proficiency:* Strong written communication skills. Ability to review organizational materials. Ability to use MS Word. Office assistance experience desired.

*Recruitment Plan:* List opportunity on United Way of KC website, VolunteerMatch.Org, Idealist.Org, and Craigslist.org. Consult with and share opportunity with ACRS board members. Share opportunity on ACRS website and with staff and former volunteers. Share on Facebook and LinkedIn.

## Boyer Children's Clinic

### **Graphic Designer**

*Role/scope of work:* Graphic Designer to support event collateral, environmental improvements and use of new brand throughout agency. Resource for the development of volunteer corner. Development of template for newsletter and other reports like annual report.

*Skills needed/proficiency:* Graphic layout and design, experience developing marketing collateral, templates, and signage.

*Recruitment Plan:* Develop job description and advertise on website, possibly see if parent volunteers have background in graphic design and interest in volunteering in this capacity outside of the classroom.

### **Communications Assistant**

*Role/scope of work:* Develop Communications Plan to include electronic newsletters, scheduled distribution, customized communications to target specific constituent groups, and other communications and PR strategies. Calendaring content as it related to events, fundraising, and other communications.

*Skills needed/proficiency:* Communications Strategies, Planning and Implementation. Public Relations / Communications background

*Recruitment Plan:* Develop job description and advertise on website and in agency e-newsletters.

### **Event Photographer**

*Role/scope of work:* Event Photographer to participate in major agency events.

*Skills needed/proficiency:* Photography – event background (rather than strictly portrait work)

*Recruitment Plan:* Develop job description and advertise on website and in agency e-newsletters.

## **College Access Now**

### **Human Resources Professional**

*Role/scope of work:* Human Resources Professional

*Skills needed/proficiency:* An HR professional will support CAN in its efforts to formalize training processes, including: training staff to manage volunteers; best practices for trainings (frequency of trainings, topics covered, provide guidance around policies and procedures regarding background checks and liability, assist with documentation and handbooks; as well as recruitment, training, and screening of volunteers; and labor laws associated with volunteers.

*Recruitment plan:* The Volunteer Manager will work with existing contacts to identify and recruit a volunteer HR professional. The Volunteer Manager will work with the selected HR volunteer to define the scope of work, time commitment, and deliverables.

### **Marketing and Communications Professional**

*Role/scope of work:* Marketing and Communications Professional

*Skills needed/proficiency:* A Marketing and Communications volunteer will support efforts to research, develop, and effectively communicate the newly developed philosophy statement to various audiences including: on CAN's website, social media sites, employee and volunteer handbooks, Board materials packet, print materials, etc. The Marketing and Communications volunteer will attend volunteer committee meetings that help with the development of a philosophy statement. The volunteer will help to ensure that CAN's philosophy statement is consistent with CAN's mission.

*Recruitment Plan:* The Volunteer Manager will work with existing contacts to identify and recruit a volunteer Marketing and Communications professional. The Volunteer Manager will work with the selected volunteer to define the scope of work, time commitment, and deliverables.

## **Communities in Schools of Seattle**

### **Volunteer Trainer**

*Role/scope of work:* Assist in the development and delivery of basic volunteer training for volunteers (to be provided during orientation), as well as volunteer management for the Site Coordinators.

*Skills needed/proficiency:* Training development and evaluation experience, volunteer or other management experience.

### **Volunteer Team Lead**

*Role/scope of work:* The Team Lead will support Site Coordinators and CISS by acting as a first point of contact for volunteers during Math All-Star sessions. He/She will assist with any scheduling, conflict-resolution, or problem-solving that may be needed.

*Skills needed/proficiency:* Supervisory / Conflict-resolution skills. Coordination experience and exemplary communication skills.

## **Dale Turner Family YMCA**

### **Life Style Coach**

*Role/scope of work:* Provide support (coaching, classes) and guidance to participants in the YMCA's Diabetes Prevention Program (YDPP) and implement standard curriculum designed for the YDPPP.

*Skills needed/proficiency:* Two or more years' experience, certification or degree in specialized area such as social work or chronic disease. State approved first aid and CPR certification required. Commitment to and support of the YMCA mission, vision and goals of Activate America's focus on health seekers. Must have strong communication skills, the ability to build strong relationships with individuals and build community within a group, and have empathy for health seekers.

*Recruitment plan:* Flyers, Website, Social Media, Community Clinics, Schools, Field Groups/Associations

### **Marketing & Communications Volunteer**

*Role/scope of work:* Assist in the implementation of public relations and marketing tactics to support overall communication and marketing objectives. Draft newsletter templates, edit website, blog, develop brochures/materials, and edit existing documents and materials.

*Skills needed/proficiency:* Experience in or actively pursuing a degree in journalism, communications, public relations, marketing, graphic design or like field. Strong skills in word processing, excel and social media. Strong multi-tasking and project management skills.

Recruitment Plan: Flyers, Website, Social Media, Schools, Field Groups/Associations

### **Downtown Emergency Service Center**

#### **Volunteer Impact Reporter**

*Role/scope of work:* The Volunteer Impact Reporter will be responsible for developing a system to gather volunteer stories at DESC. This includes creating a template to facilitate the collection from volunteers and staff members, interviewing volunteers, and writing stories to reflect how volunteers support the DESC mission.

*Skills needed/proficiency:* This work requires writing, interviewing, and project management skills. Background in journalism or like field desired.

*Recruitment plan:* Reach out to existing pool of volunteers to gauge interest. Contact local colleges to discuss internship options in journalism, communications, and English departments. Post position on DESC website.

#### **Documentation Specialist**

*Role/scope of work:* The Documentation Specialist will be responsible for evaluating existing materials related to the volunteer program, assessing department needs, and creating new materials as needed. This position helps ensure that volunteer program information is documented, consistently formatted and available across the agency.

*Skills needed/proficiency:* This work requires volunteer management knowledge, document creation skills, working knowledge of Microsoft Word and Excel, and communication skills. Familiarity with volunteer program management and program evaluation desired.

*Recruitment Plan:* Reach out to existing pool of volunteers to gauge interest. Post on Idealist & Craigslist. Post position on DESC website.

## **Curriculum Developer**

*Role/scope of work:* The Curriculum Developer will be responsible for creating and implementing training on the volunteer program including a feedback & evaluation cycle. Using the information collected from previous focus groups, this volunteer position helps ensure that basic volunteer program information is presented in a compact and interesting manner to staff members.

*Skills needed/proficiency:* This work requires human resources/or volunteer management knowledge in addition to both training design and development experience.

*Recruitment Plan:* Reach out to existing pool of volunteers to gauge interest. Post on Idealist & Craigslist. Post position on DESC website.

## **Curriculum Facilitator**

*Role/scope of work:* The Curriculum Facilitator will be responsible for facilitating focus group discussions around staff and the volunteer program. Together with the Volunteer Leadership Team, this volunteer position will craft points of discussion and lead sessions with staff members. Based on the results, the curriculum facilitator will create a findings report.

*Skills needed/proficiency:* This work requires volunteer management knowledge, facilitation experience, and report writing skills.

## **Dynamic Partners**

### **Graphic Artist**

*Role/scope of work:* Graphic Artist to help develop written and verbal communication strategies to effectively articulate the CTC “brand”. Time commitment could vary from a few hours of consultation to 40 plus hours of work. We need help on any or all of the following tasks and activities:

- a. Develop organizational brand strategy and branding guide to be used on all marketing and communication activities.
- b. Develop communication and marketing strategies to help promote our core services, our social enterprises and our capital campaign
- c. Photography, graphic design and/or copywriting on collateral materials needed to implement our marketing and communication strategies.

*Skills needed/proficiency:* Experience with marketing and branding of organizations, and creative ability to translate to marketing materials.

*Recruitment plan:* Post on the United Way and Social Venture Partnership websites.

## **Landscape Artist**

*Role/scope of work:* Landscape artist to help design and build a sensory garden at Burien site, to provide outdoor options for therapy. We have a very preliminary design but would love additional design expertise. Could also use assistance in procuring necessary plants and materials as well as supervising the install. Again, the time commitment could be anywhere from a few hours of consultation to many days of work spread out over the next few months.

*Skills needed/proficiency:* Gardening and NW plant knowledge to incorporate a variety of visual, tactile, and olfactory plants in the garden.

*Recruitment Plan:* Post on the United Way and Social Venture Partnership websites. Review past volunteers for any landscape skills.

## **East African Community Services**

### **Community Outreach Coordinator**

*Role/scope of work:* Manage and initiate community outreach program.

*Skills needed/proficiency:* Ability to coordinate multiple people, implement best practices for volunteerism and engage volunteers so that skills are maximized.

*Recruitment plan:* First targeting AmeriCorps support then skills-based volunteers as needed.

### **Education and Volunteer Coordinator**

*Role/scope of work:* Education and Volunteer Coordinator -Manage program volunteer for day to day program and coordinate traditional volunteers.

*Skills needed/proficiency:* Multicultural proficiency and ability to coordinate and supervise volunteers

*Recruitment Plan:* Targeting Washington Service Corps for matching salary.

### **Public Relations and Social Media Volunteer**

*Role/scope of work:* PR and Social media Volunteer-Manage EACS' social media and public relations

*Skills needed/proficiency:* Public communication and social media management experience

*Recruitment Plan:* individual identified through network contact.

## **Eastside Friends of Seniors**

### **Administrative Assistant**

*Role/scope of work:* Assist ED in creating an annual plan for volunteer recruitment

*Skills needed/proficiency:* Strategic thinking; knowledge of community and congregations on the eastside; writing and communication skills; budgeting skills and volunteer engagement experience is helpful

*Recruitment plan:* Recruit from United Way

### **Volunteer Evaluation Coordinator**

*Role/scope of work:* Develop annual volunteer evaluation and exit survey

*Skills needed/proficiency:* Knowledge of volunteer management; experience in evaluation process and survey tools

*Recruitment Plan:* Recruit from United Way

## **Goodwill Seattle**

### **Volunteer Engagement Assistant**

*Role/scope of work:* Reply to initial volunteer request emails/phone calls; •Set up interview calls for the Constituent Relationship Coordinator; Record monthly volunteer hours in database; Input volunteer and potential volunteer applications into database; Manage electronic volunteer files and keep them up-to-date; Act as secondary point person for volunteers at special events

*Skills needed/proficiency:* Excellent written and verbal communication skills; Interest and/or background in human resources or volunteer management preferred; Microsoft Office Suite; Outlook; Ability to type 50+ WPM; Excellent organizational skills; Strong interpersonal, teamwork and diplomacy skills; A demonstrated ability to work independently and as a member of a team; Internal and external customer service skills are essential for all job functions.

*Recruitment plan:* Society of Human Resource Managers, Volunteer Match, United Way

### **Data Process Analyst**

*Role/scope of work:* Create survey tools (survey monkey, etc.); Conduct volunteer program benchmark research; Create scripts for face-to-face and phone interviews; Create exit interview template;



*Skills needed/proficiency:* Human resources background; Familiarity with exit interviews and performance reviews; Experience working with survey monkey or similar survey software; Excellent written and verbal communication skills; A demonstrated ability to work independently and as a member of a team; Microsoft Office Suite; Outlook.

*Recruitment plan:* Society of Human Resource Managers, Volunteer Match, United Way

## **Kent Food Bank**

### **Building Maintenance Assistant**

*Role/scope of work:* --Maintenance projects (building and equipment)—assess current condition of building and equipment, develop a plan for preventive and corrective actions, and complete the maintenance and repair called for in the plan.

*Skills needed/proficiency:* Building and equipment maintenance experience/skills, commitment to supporting KFB operations in volunteer capacity, communication skills, ability to complete maintenance work in concert with food bank operations.

### **Database Developer**

*Role/scope of work:* Computer database—complete the work detailed in milestone 1.2 and the associated actions.

*Skills needed/proficiency:* IT database skills, knowledge of KFB operations

## **Kent Youth & Family Services**

### **Literacy Tutor**

*Role/scope of work:* The volunteer will work in Literacy Program leading small reading groups and working one on one with elementary kids in drop in setting in an after school program.

*Skills needed/proficiency:* Experience and ability to facilitate small groups of children, K-3rd grade, English language proficient, preferred background in education or teaching, able to follow standard curriculum, basic computer skills are an asset.

### **Clinic Intern**

*Role/scope of work:* Clinical field work internships for Masters students.

*Skills needed/proficiency:* Clinical Social Work, Mental Health or Marriage and Family Masters students who have expressed desire to work in community based organizations as their career path.

Recruitment Plan: Students from Seattle U, Antioch, Seattle Pacific. Occasionally PLU, UW, UPS, City U. Organization representatives attend internship fairs. Good relationships and reputations at partner schools.

## Navos

### Basic Computer Skills Trainer

*Role/scope of work:* Volunteer to provide basic computer skills training to adult Navos clients in a class format with 1:1 support as needed. Focus is on supporting adults to gain basic computer proficiency as a life skill. The time commitment of this role would be 1-2 hours per week for 4 weeks with the ability to continue as desired. Participants will be scheduled by Navos staff. Navos will supply the computers, the workspace and the clients. The volunteer would be responsible for providing the training and content.

*Skills needed/proficiency:* Excellent basic computer skills and the ability to train adults who have little or no computer experience. Training content would likely include: Microsoft Office products, Internet access and use, setting up and using email and use of Facebook and other social media.

*Recruitment plan:* Post to Navos website, search/post to United Way volunteer site, search volunteermatch.com, and alert Navos staff via email of position availability.

## Open Doors for Multicultural Families

### Database Facilitator

*Role/scope of work:* Develop the database of volunteers and update it regularly

*Skills needed/proficiency:* Experience developing databases and using Access or Excel, detail-oriented and organized.

*Recruitment plan:* Create a position and post it on the website, announce the position at big events and throughout year.

### Event Translator

*Role/scope of work:* Provide translation at big events

*Skills needed/proficiency:* Fluency in languages other than English and translation skills

*Recruitment plan:* create a position and post it on the website, announce the position at big events and throughout year

## **Plymouth Housing Group**

### **Legal Clinic Volunteer**

*Role/scope of work:* Provide individualized legal support to tenants, offering consultation or referrals for their legal needs, such as child support garnishment.

*Skills needed/proficiency:* Law degree, good communication skills, experience working with low-income and vulnerable populations

*Recruitment plan:* The King County Bar Association has previously served this role. Leverage their contacts as well as those from Phinney Estate Law and board members to recruit. Also recruit through professional legal associations.

### **Communications Volunteer**

*Role/scope of work:* Promote the organization and its events in communications to external constituents through print newsletter, website, Facebook and Twitter.

*Skills needed/proficiency:* Social media and blogging strategy, electronic and print communications, graphic design, web site development, newsletter writing, copyediting, project management, public relations, and/or message development.

*Recruitment Plan:* Recruit through UW Communications program, service learning and internship opportunities, professional associations; leverage Promoters of Plymouth committee to access young professionals' networks

## **St. Vincent de Paul**

### **Online Sales Specialist**

*Role/scope of work:* Research products online to determine value and price accordingly. Photograph the products. Write product descriptions, upload and post photo and item description on E-bay and then manage bidding. Ship items.

*Skills needed/proficiency:* Internet savvy, E-bay experience, photography, writing skills. Sales experience a plus.

*Recruitment plan:* SVDP plans to use its website, in addition to United Way's website, Craig's List, word of mouth, etc.

### **Retail Merchandising Expert/Consultant**

*Role/scope of work:* Assess store layout for attractiveness and sale-ability. Design store displays for special items. Design special end-cap displays. Design window displays.

*Skills needed/proficiency:* Retail/selling and display experience, special interest in thrift store environments. Good at spatial organization. Merchandising.

*Recruitment Plan:* SVDP plans to use its website, in addition to United Way's website, Craig's List, word of mouth, etc.

## **The Service Board**

### **Risk Management Committee Chair**

*Role/scope of work:* Risk Management Committee Chair

*Skills needed/proficiency:* Risk management for outdoor youth activities (snowboarding, skateboarding, gardening tool use, first aid, etc.) The Risk Management Committee Chair would head our Risk Management Committee and would be responsible for facilitating the development of Risk Management policies and procedures specific to an urban/outdoor program. Would require a background in education, medical, or sports related management, leadership skills, knowledge of tSB culture, and ability to manage multiple volunteers in conjunction with staff roles. This role would be ongoing but for the onset would require monthly meetings with Risk Management committee, it would also require time to overview tSB existing policies/procedures and program best practices, and to communicate with staff on the creation of new policies/procedures. As the initial work to create a Risk Management plan was completed the time commitment would lessen as determined by the committee.

*Recruitment plan:* Outreach to stakeholders and board.

### **Communications Intern**

*Role/scope of work:* Communications Intern

*Skills needed/proficiency:* Database experience, excellent attention to detail, strong writing and listening skills, experience working with multiple levels of management, experience conducting interviews or creating reports preferred. The Communications intern would be responsible for creating and executing a communications plan in conjunction with the current staff. Specific duties would include the creation of templates for follow up emails, website content update, and working with the Marketing Committee on the creation of a style guide.

*Recruitment plan:* Outreach to stakeholders and board; scan of local community and technical college journalism and marketing programs.

### **Food Programming Administrator**

*Role/scope of work:* Food Programming Administrator

*Skills needed/proficiency:* Familiarity with menu planning, nutrition, food safety, food preparation, and food sourcing. The Food Programming position would entail oversight and development of the tSB Food Program including the development of nutritious and culturally relevant menus, procurement of food through donations and/or volunteer cooks, as well the development of sustainable relationship for the food program in the future (possibly through a relationship with a culinary school). This role would require volunteer management skills, an understanding of nutrition and cultural food choices, as well as relationship-building skills.

*Recruitment Plan:* Outreach to Seattle Community College Culinary School for volunteer/intern to fill this position

# 2014

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## Amara

### **Graphic Design Volunteer**

*Role/scope of work:* Work with communications department to develop visual design work that helps communicate the organization's mission and is consistent with the organizations visual brand/themes. Volunteer will have professional credentials and be capable of performing work independently. Work would be evaluated and approved by staff members.

*Skills needed/proficiency:* Background in Graphic Design

*Recruitment Plan:* Existing connections and online postings will be used to recruit a graphic designer for pro-bono design work. The volunteer will help define the scope of work with the manager, and the work will be evaluated and managed for content.

### **IT Consultant**

*Role/scope of work:* Amara seeks a skilled IT professional to evaluate current technology (software, hardware, and systems) and map out a comprehensive technology plan for the future. Commitment would include 20+ hours of initial consulting to plan and availability to advise during implementation, with potential for ongoing consultation as time allows.

*Skills needed/proficiency:* Experience with sql-based databases, O365, data security, workflow analysis. Understanding of or experience with nonprofit organizations preferred.

*Recruitment Plan:* Use of existing network and online postings to recruit pro-bono IT consulting services; possible use of 501 Commons technology department.

## Art with Heart

### **Salesforce database planner**

*Role/scope of work:* Salesforce database planner

*Skills needed/proficiency:* Advanced knowledge of Salesforce (prefer non-profit module and experience with other potential Salesforce apps), ability to work with organization to develop data requirements and standards, experience building reports and data cleansing, ability to design and implement Salesforce platform to service across a variety of organization needs. Training experience a plus. References required

*Recruitment plan:* United Way/501 commons to identify individual with appropriate skills, or access Volunteer Match or Idealist.org

## **Volunteer Videography/Photography Trainer**

*Role/scope of work:* Videography/Photography training

*Skills needed/proficiency:* Skills with Photoshop, Canon DSLR experience, using video and photography to tell stories, ability to execute training before summer and fall workshops, able to edit and create video (advanced skills required). Portfolio required.

*Recruitment Plan:* Photo Center Northwest, search internal database, possibly 501 Commons

## **Food Lifeline**

### **Volunteer Program Assistant**

*Role/scope of work:* The Volunteer Program Assistant will assist in the research and development of the internal staff process for identifying new volunteer positions, developing position descriptions, and identifying the target volunteer audience for each.

*Skills needed/proficiency:* Background or education in volunteer work or human resources, Strong computer skills, Ability to provide comparative analysis of working models, Ability to research and summarize results, Effective written communicator.

*Recruitment plan:* Reaching out to local college campuses will be the first step. Additional recruitment will take place via website, social media, and by follow up with Volunteer Team.

### **Basic Computer Training Volunteer**

*Role/scope of work:* Many members of the Transportation and Warehouse Teams don't frequently use computers, and lack basic skills with regards to features offered in Microsoft Office and Outlook. Having a volunteer teach a basic computer session to employees will help staff members to better navigate and understand emails, spreadsheets, and calendar applications.

*Skills needed/proficiency:* Medium/intermediate computer skills, Ability to teach in a group or one-to-one setting, Ability to create lesson plans and follow up reference guides, Flexibility to conduct training during FLL business hours.

*Recruitment Plan:* Posting this position via our Behind the Scenes space on the website, and/or outreach via social media will likely be enough to locate one or more volunteers to assist with basic computer training needs for staff.

## **LifeWire**

### **Database Consultant**

*Role/scope of work:* Help with defining the needs for the data collection system. (Note: may not include the actual programming of the system).

*Skills needed/proficiency:* Experienced with defining needs and user interfaces.

### **Training Curriculum Developer**

*Role/scope of work:* Training development

*Skills needed/proficiency:* Experienced in creating training programs based on defined needs and student profile.

## **Little Bit Therapeutic Riding Center**

### **Volunteer Financial Analyst**

*Role/scope of work:* Work with the Executive Team to develop a Financial Sustainability Model. Analyze existing financial and programmatic data; create financial models and business plans that will allow evaluation of potential new/long-range programs.

*Skills needed/proficiency:* Financial analyst

### **Human Resources Consultant**

*Role/scope of work:* Develop volunteer screening and interview tools; conduct applicant interviews.

*Skills needed/proficiency:* HR management; Experience in screening, selection and placement processes, recruitment and training experience – a plus.

*Recruitment Plan:* Post on United Way website

## **MultiService Center**

### **Large Group Facilitator**

*Role/scope of work:* Planning the event and outreach for the visioning exercise, the Vital Volunteer Vision party. Planning the methods of collecting information for the vision – the interactive stations for storytelling, eliciting ideas and building excitement for creating a vision for volunteer engagement at MSC.

*Skills needed/proficiency:* Experience working in large group facilitation in a visioning exercise.

### **Assistant Volunteer Manager**



*Role/scope of work:* Assisting the Community Relations Manager in the growing of the Volunteer Management position and in developing the framework for volunteer management – the precursor to a core volunteer program.

*Skills needed/proficiency:* All aspects of volunteer management including: thorough knowledge of systems for tracking, communications, training and recruitment.

## **Neighborhood House**

### **Volunteer Graphic Designer**

*Role/scope of work:* Neighborhood House has a variety of communications and collateral needs, requiring a variety of graphic design. Responsibilities of role: Conceptualize and create visually appealing, donor-friendly conceptual designs for a variety of communications collateral, including annual reports, brochures, case statements, direct mail solicitations, ads, ad campaigns and websites. Potential opportunities to help develop content and overall communications and campaign strategy, as well as to project manage.

*Skills needed/proficiency:* Proficiency in the Adobe suite; Proficiency in PC operating systems and applications; Experience designing ads, ad campaigns, brochures and webpages a plus; Willingness to work with people of diverse cultural and ethnic backgrounds.; Experience working for, or designing for nonprofits strongly desired.

*Recruitment plan:* This position will be listed on the following websites: Volunteer Match; United Way of King County; Idealist

### **Volunteer Photographer/Videographer**

*Role/scope of work:* Neighborhood House has a variety of communications and collateral needs, requiring a variety of program and client photos as well as video footage. Responsibilities of the role: Work with Development staff and program staff to identify photo/video opportunities at different NH sites and programs. This may include strategizing about the development of materials like annual reports, brochures, case statements, direct mail solicitations, ads, social media, ad campaigns and websites. Coordinate with program staff to arrange for photo/video session (or visiting of programs). Obtain release forms for all clients/program participants and submit to Development office. Download photos/video onto NH's server/external hard drives as appropriate.

*Skills needed/proficiency:* Experienced documentary photographer/videographer. Proficiency in PC operating systems and applications. Willingness to work with people of diverse cultural and ethnic backgrounds. Experience working for, or designing for nonprofits strongly desired.

*Recruitment Plan:* This position will be listed on the following websites: United Way of King County; Idealist; Volunteer Match.

## **SANCA**

### **Volunteer Facilitator**

*Role/scope of work:* Facilitate development of the strategic volunteer plan.

*Skills needed/proficiency:* Facilitating groups to develop program mission, vision, philosophy and goals.

*Recruitment Plan:* SANCA staff will work with contacts to identify, recruit, and assess potential Volunteer Facilitators and work with the volunteer to define the scope of work and time commitment.

### **Special Needs Coach**

*Role/scope of work:* Training staff who work with special needs students.

*Skills needed/proficiency:* Experience in working with special needs youth and coaching/training staff and/or volunteers.

*Recruitment Plan:* SANCA staff will work with contacts to identify, recruit, and assess potential Special Needs Coaches and work with the volunteer to define the scope of work and time commitment.

## **Senior Services**

### **Windows 7 Server Technician**

*Role/scope of work:* Configuration of Windows deployment server process to build Windows 7 machines as quickly and efficiently as possible. Update all Senior Services computers with Windows 7 and plan for future updates to Windows programs. The process is to create, configure and upload a deployment server.

*Skills needed/proficiency:* Understanding of Windows 7. Ability to create, configure and upload a deployment server that is transferable to all Senior Services computers. The point person to work with is the Network Administrator at Senior Services.

*Recruitment plan:* Marketing through UWKC volunteer options site and conversations with educators from applicable university training programs.

### **Anti-virus Technician**

*Role/scope of work:* Complete anti- virus updates on all Senior Service computers (central and remote) for all Windows users. Reports to Network Administrator.

*Skills needed/proficiency:* Windows and anti-virus update knowledge.

*Recruitment Plan:* Marketing through UWKC volunteer options site and conversations with educators from applicable university training programs.

## **The Healing Center**

### **Grant Writer**

*Role/scope of work:* Research, apply, and procure grants aligned with the mission of The Healing Center, particularly as they apply to programming and volunteer management.

*Skills needed/proficiency:* Strong written communication skills; ability to write clear, structured, articulate, and persuasive grant proposals; Strong editing skills; Attention to detail; Ability to meet deadlines; Knowledge of fundraising information sources; Experience with grant-writing and institutional donors; Knowledge of basic fundraising techniques and strategies; Knowledge and familiarity with research techniques for fundraising prospect research; Strong contributor in team environments

*Recruitment plan:* Contact Resource Associates ([grantwriters.net](http://grantwriters.net)) for free grant writing opportunities; contact American Grant Writers Association ([agwa.us](http://agwa.us)) for referral service.

### **Documentation Specialist**

*Role/scope of work:* Work with Executive Director to define and establish documentation strategies, processes, content, sharing protocols, and maintenance.

*Skills needed/proficiency:* Must be detail-oriented and able to work with diverse documents in a confidential environment; Highly organized and process-oriented; Excellent oral and written communications skills to interact with all levels of an organization; Excellent listening skills, and be able to handle multiple requests while detailing document activities; Must be able to work independently and in a team environment; Strong attention to detail and able to focus on a task and follow a precise process to the conclusion; Must be self-auditing and have high quality standards

*Recruitment Plan:* Advertise with Idealist ([idealist.org](http://idealist.org)); convene selection committee to review and select successful candidate.

## **Treehouse**

### **“Wearhouse” Book Lead**

*Role/scope of work:* Volunteer would sort and categorize books in stock; create displays that reflect reading levels and interests; order books to fill holes; track book “sales” and intake; and provide a welcoming environment to clients and other volunteers.

*Skills needed/proficiency:* Treehouse would like to recruit an individual or team with a background in library sciences or children's and young adult reading lists.

*Recruitment plan:* In addition to their normal postings including Craig's List and Idealist, Treehouse is looking to post the role with local libraries and schools.

### **Recruiter/Community Organizer**

*Role/scope of work:* 2 roles- one a consultant to get the recruiting project planned and started, and one recruiter to manage postings, go to events, and work with candidates

*Skills needed/proficiency:* Treehouse would like to recruit a professional Recruiter or Community Organizer to: work with the Volunteer Coordinator to understand the current volunteer pool and gaps; strategize about how to recruit for roles; recruit for diversity and flexibility as discussed above; and has the ability to provide a high-level of customer service and show enthusiasm for Treehouse and its mission.

*Recruitment Plan:* Post with Craig's List, Idealist, and other posting sites currently used by Treehouse.

## **WithinReach**

### **Story Corps Member**

*Role/scope of work:* Volunteer would participate in a group of individuals who engage our clients and former clients and bring back stories to be used for marketing, PR, lobbying, and community engagement. Volunteers write stories and help share stories from the WithinReach program.

*Skills needed/proficiency:* Individuals with a background in Journalism, Writing or Communications

*Recruitment plan:* Primary recruitment will be through local Universities. In the future it may be possible to approach current journalists or writers.

### **Human Resources Consultant**

*Role/scope of work:* Assist with staff development for current WithinReach staff on meeting facilitation, leadership, supervision, project management, delegation, cultural competency, and feedback.

*Skills needed/proficiency:* Expertise on adult learning and staff development

*Recruitment Plan:* Identify professionals in this area and see if they are able to donate time. Utilize professional networks to identify possible volunteers.

## **YWCA**

### **Speakers Bureau Representative**

*Role/scope of work:* Speakers Bureau is an existing group in YWCA (made up of volunteers that speak on behalf of the YWCA and are responsible for short presentations), allowing CE to have someone there to represent them and speak on their behalf.

*Skills needed/proficiency:* public speaking; connection with YWCA; commitment to empowerment of women and social justice

*Recruitment plan:* post on United Way King County, Idealist, recruiting with current donors and volunteers

### **Social Media Coordinator**

*Role/scope of work:* to develop content and analyze data in support of CE programs

*Skills needed/proficiency:* communication skills; digital experience and skills creating and analyzing reports; familiarity with Word Press, Constant Contact, Twitter, and other social media platforms

*Recruitment Plan:* post on United Way King County, Idealist, recruiting with current donors volunteers, Connex Community Event

### **Change Management/Communications Specialist**

*Role/scope of work:* to develop and execute a plan for communicating values/policies and procedures across the organization

*Skills needed/proficiency:* communication skills, project management, scheduling, facilitation, knowledge of change management processes

*Recruitment Plan:* post on United Way King County, Idealist, recruiting with current donors volunteers, Connex Community Event

**Access Database Update Expert, 11**  
**Administrative Assistant, 31**  
**Auto Mechanic, 7**  
**Blogger/Researcher, 17**  
**Class Room Assistant, 21**  
**Client database developer, 23**  
**Clothing alterations/sewing, 12**  
**Club Vendor of the Month Coordinator, 24**  
**Computer Teacher, 20**  
**Coordinator, 9**  
**Counselor/ Therapist, 32**  
**Cultural Competency Orientation and Training, 6**  
**Data Entry, 18, 20**  
**Data Entry Specialist, 32**  
**Data Entry/ Data Analyst Specialist, 27**  
**Database Assessment, 15**  
**Database Integration Expert, 11**  
**Database Researcher, 14**  
**Development Assistant, 30**  
**English to Spanish Translator, 28**  
**Evaluator, 9**  
**Event Photographer, 10**  
**Event Planner, 17**  
**Event Planner and Chairperson, 16**  
**Facilitator, 8**  
**Financial Education Program (FEP) Presentation Assistant, 27**  
**Grant Researcher, 16**  
**Grantwriter, 13**  
**Graphic Designer, 31**  
**Healthy Cooking Instructor, 22**  
**Historical Data Researcher, 31**  
**Home Maintenance “Handyman”, 29**  
**House Keeping Instructor, 29**  
**Human Resource Manager, 31**  
**Individual Donor Relations, 8**  
**In-Service Training facilitator, 23**  
**IT Volunteer, 22**  
**Kitchen Manager, 27**  
**Low Impact Exercise Instructor, 22**  
**Management Mentor, 7**  
**Market and Communications Specialist, 26**  
**Marketing and Advertising Expert, 14**  
**Marketing Assistant, 23**  
**Marketing Team, 24**  
**Marketing/Communications Director, 17**  
**Marketing/Design Specialist, 11**  
**Native Healing Worker, 16**  
**Newsletter creation, 18**  
**Nurse, 28**  
**Office Organizer, 13**  
**Open-Mic Coordinator, 12**  
**Outreach/Marketing Coordinator, 24**  
**Photography Coordinator, 12**  
**Procedures and Process Specialist/Documenter, 28**  
**Program Assistant, 32**  
**Program Designer, 14**  
**Program Evaluator, 6**  
**PSKS Volunteer Coordinator, 30**  
**Research Assistant, 20**  
**Salesforce Expert, 10**  
**Small Business Mentor, 19**  
**Social Media & Website Developer, 32**  
**Social Media Assistant, 21**  
**Staff Retreat Facilitator, 18**  
**Strategic Planning Facilitator, 7**  
**Supervisor of food distribution volunteers, 10**  
**Systems Administrator, 19**  
**Trainer, 7**  
**Training video developer, 14**  
**Translation services, 12**  
**VLT Communication Volunteer, 21**  
**Volunteer Ambassador, 29**  
**Volunteer Coordinator, 8, 19, 24, 26**  
**Volunteer Licensed RN, MD or DO, 7**  
**Volunteer Manager, 19**  
**Volunteer Trainer, 9**  
**Volunteer-Orientation Presenter, 28**  
**Website/IT Volunteer, 22**  
**Work flow design, 13**  
**Youth Advocate, 26**