



Sample Skilled Volunteer Positions

**Created for the
2010, 2011, 2012, and 2013 Volunteer Impact Partnership 360
Programs**

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2010

CCS/ Issaquah Meals

Program Evaluator

We would like someone to 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

We need someone to 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 and Engagement Strategy: 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

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

Provide free medical services based upon your specialty during a 2-hour shift at least once per month.

Skills needed/proficiency: Licensed medical professional.

2 hour shifts available once a month or every other week

Recruitment and Engagement Strategy: 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

After-School Tutors

Provide assistance with homework to first- to sixth-grade students.

Skills needed/proficiency: Required: College graduate; good interpersonal skills; cultural competency. Desired: Experience teaching or tutoring students, especially elementary school students; some facility in either Spanish or Somali.

Trainer

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 and Engagement Strategy: 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.

Assessing the match between volunteers and the organization's needs:

The Volunteer Coordinator will develop an application form for the each type of position that keys questions about an applicant's background to required and desired qualifications. Interested volunteers will be asked to complete the application and submit a resume.

The Volunteer Coordinator will update Compass's Volunteer Agreement to include sections that specify work to be performed, timelines/schedule for that work, and guidance about performance (e.g., notification of changes in schedule)

Downtown Food Bank

Strategic Planning Facilitator

Assist with development of Vision, Mission and Goals of the Volunteer Program

Skills needed/proficiency: Strategic Planning and Facilitation

Management Mentor

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 and Engagement Strategy: 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

Facilitator

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 and Engagement Strategy: 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

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

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

Coordinator

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.

Evaluator

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 and Engagement Strategy: 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

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.

Volunteer Shift Lead

Support staff by troubleshooting during volunteer shift, scheduling, and directing other volunteers to provide efficient and courteous service to clients.

Skills needed/proficiency: Supervisory/Conflict Resolution skills, Management, Scheduling, retail or food service supervisory experience.

Recruitment and Engagement Strategy: Our next steps would be to develop an interview and screening process for interested volunteers and investigate options of offering these positions as internships.

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 and Engagement Strategy: 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

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 and Engagement Strategy: 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.

They will develop a small marketing flyer that will be hand-delivered, or emailed to volunteers with “Ways to Stay Involved with Millionair Club.” They will also offer incentives such as references for community service volunteers and an annual volunteer recognition event with small gifts.

Multi-Service Center

Computer Intake Specialist

Register/log customers to the Food and Clothing Bank into their current tracking database.

Greet clients coming to the Food & Clothing Bank, making their introduction to our facility friendly, informative and sensitive to their needs. Facilitate a smooth registration process including explanation of services.

Skills needed/proficiency: Typing, detail-orientation, organization, excellent oral communication skills, computer experience. Previous CapSys experience a plus; but will train. Must be able to deal with the public in high pressure situations. Must be able to work in a multi-cultural, multi-racial environment.

Recruitment and Engagement Strategy: MSC Volunteer positions are advertised on the website and throughout the community at local networking locations such as Starbucks. MSC currently screens all volunteers before they are approved to work within the organization. They will advertise for these skilled positions as needed and follow current screening techniques based on established skill requirements.

Phinney Neighborhood Association

Salesforce Expert

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

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 and Engagement Strategy: Work the connections we already have with volunteers who work with computers and may have Salesforce and/or MS Access expertise. Send an email call-out to all volunteers who are listed in Salesforce as having volunteered in the field of technology or who have technology listed as an interest. The message for this group of potential volunteers will emphasize their previous involvement with the PNA/GSC and ask them to take a step up in their level of engagement as part of this special project

List the opportunity on the NPower Volunteer listings at <http://www.npowerseattle.org/get-involved/Volunteer/Nonprofit-Volunteer-Services/volunteer-matching-program>

Advertise our need for volunteers through the Salesforce user groups (both business-based and non-profit).

online listings: United Way, Volunteer Match, PhinneyWood blog, PNA blog, Craigslist, PNA Facebook page

Volunteer Want Ads in Phinney Ridge Review and on website; member newsletter

Puget Sound Labor Agency

Marketing/Design Specialist

This volunteer would assist with design and graphics for new PSLA marketing materials.

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

Clothing alterations/sewing

This volunteer would provide specialized assistance in altering and repairing clothing donated to PSLA.

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

Translation services

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 and Engagement Strategy: 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.

The clothing alteration/sewing volunteer could be recruited through the same channels as the marketing/design capabilities, as well as by contacting local senior centers for any potential volunteers. 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.

Rainier Valley Food Bank

Food Bank Front of House Coordinator

Skills Needed/Proficiency: We are looking for a compassionate, non-judgmental, energetic, intelligent Jack/Jacqueline-of-all-traits to help us welcome and register clients, input and maintain client and volunteer records, able to do data entry and create simple reports with the data. Make calls to donors and volunteers help organize food drives and mass mailings. This position is 20 hours per week. You have strong technical skills and feel very comfortable using the latest technology (Word, Excel, Database interfaces, email, Facebook etc...). You have worked as an Executive or Administrative Assistant or a Program Coordinator. Ideally, you will speak a second language, are culturally sensitive and possess an upbeat, can-do attitude.

Typical responsibilities may include: Greet Volunteers as they arrive and enter their contact and demographic data into the system; sort through new volunteer applications and inquiries- enter

their information into the system; greet clients while working at a computer to enter client information; updating data in database and running reports; calling donors to thank them for donations; calling volunteers to schedule work times and perform surveys; stuff and address envelopes to communicate with supporters; help with duties related to monthly food drives (secure location, sign up volunteers, print handout, arrange food pick up times and staff, send thank you emails,

Volunteer Mentor

Skills needed/proficiency: If you are already an experienced and upbeat RVFB volunteer, you can further help us eliminate hunger in Rainier Valley. We are looking for compassionate and intelligent leader to help us welcome and orient first-time volunteers.

Typical responsibilities may include: Greet first time volunteers when they enter the food bank to start the shift; introduce the new volunteer to other volunteers, staff and regulars; instruct the volunteers on food handling requirements, emergency practices and reporting practices; orient the new volunteer to distribution procedures and practices at RVFB; share the values of RVFB; ability to speak multiple languages is a real plus in this role.

Recruitment and Engagement Strategy: AARP has been approached for the “Front of House” position. In addition, updates and announcement of these positions will be placed on the website and shared with all Board members and current volunteers. This will continue until the position is filled. The volunteer mentor ideally, but not necessarily, will be recruited from within the current volunteer pool. As RVFB begins to collect more data on their current volunteers and develops a more well-rounded volunteer management program a volunteer leader or potential leader will likely be identified from within.

Recovery Café

Photography Coordinator

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

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 and Engagement Strategy: 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

Fundraisers are an opportunity to recruit new volunteers.

New volunteers will generally take on the “Minister of Presence” role, to become familiar with the Café, and then move on to roles such as teaching classes. When volunteers are teaching a class, the class will last for 10 weeks, giving staff a chance to observe and review the volunteer. This gives staff (and Volunteer Coordinator) to give teaching volunteers feedback after each class (or to not continue the volunteer’s teaching role).

Senior Services

Grantwriter

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

Work flow design

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

Recruitment and Engagement Strategy: Recruiting of volunteers will be completed through posting the opportunities on United Way, Volunteer Match, InternshipMatch.com, volunteer referral and word of mouth. Patrick Tefft, Voluntary Capacity Manager, along with assistance from others in the organization, as appropriate, will assess the skills of volunteers that are identified. Patrick will also set up agreements with the volunteers selected for what work is to be completed.

Food Bank @ St. Mary’s

Office Organizer

To get office and systems organized so we are not duplicating efforts and to streamline processes.

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

Database Researcher to research options and assist with selection; potentially assist with implementation.

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

Program Designer

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 and Engagement Strategy: 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

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 and Engagement Strategy: 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

Skills needed/proficiency: Video/Audio production.

Database Assessment

and strategy development and implementation

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

Recruitment and Engagement Strategy: Additional skilled 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

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.

Timeline: ASC plans to begin recruiting for the position in the fall of 2011 and hopes to begin seeing new grant resources identified beginning in the spring 2012. This will be an on-going position.

Recruitment plan:

Objective 1.1 Clarify volunteer role and position description.

Objective 1.2 Confirm supervisor's role

Objective 1.3 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 Nancy Long (501 Commons) to recommend potential candidates. Post the opportunity on UWKC, Idealist.org, VolunteerMatch, Millionair Club and Craigslist websites. 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

Timeline: ASC plans to begin recruiting for the position in the fall of 2011 and hopes to begin to see the new event planner take responsibility for his/her first event during the first quarter of 2012. This will be an on-going position.

Recruitment plan:

Objective 1.1 Clarify volunteer role and position description.

Objective 1.2 Confirm supervisor's role

Objective 1.3 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 on UWKC, Idealist.org, VolunteerMatch, Millionair Club and Craigslist websites. 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).

Timeline: Start as soon as possible. Frequency and duration negotiable, prefer at least 1 year commitment unless the event is one time only (e.g. when a visiting practitioner is in town). Require schedule of events 6 to 12 months in advance.

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

Van Driver

Role/scope of work: Van drivers for a variety of needs: weekly trips with cook to obtain food, periodic trips to collect clothing, occasional/seasonal outings for groups of members, occasional transportation for members with limited mobility. Drive our vehicle, we pay gas and ferry fares and entrance fees for outings.

Skills needed/proficiency: Current Washington State Drivers license (insurance provided by CSC), and clean driving record. Ability to focus on driving with multiple passengers. Conflict intervention skills Commitment to CSC's customer service ethic. Ability to assist loading/unloading preferred. Cultural sensitivity/experience with native culture preferred. Calm demeanor. Quick thinker. Relational approach to volunteer service. Personal cell phone a plus.

Timeline: One driver to start immediately, three within 6 months. Year round needs/opportunities. Prefer commitment of at least one year.

Recruitment Plan: Referrals (from current drivers, board members, St. Joseph's Catholic Church). Volunteer matching websites (United Way, VolunteerMatch, Idealist) if needed.

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.

Timeline: September 2011

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.

Timeline: Timeline will depend on the approval of the VIP Grant request and the development of the strategy. Estimated timeframe – Sept 2011

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.

Timeline: January, 2012.

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: Basic understanding of bookkeeping, accounting software.

Timeline: February 2012.

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

Friends of Youth

Data Entry

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: Computer skills-keyboarding, knowledge and experience with Windows, data entry, experience with Raiser's Edge preferred but other database software would be helpful.

Timeline: Begin work by the end of May, 2011 (process is already set up to enter data)

Recruitment plan: Immediately send e-mails out to volunteers to see if there is interest, advertise on United Way site, and contact key volunteers to see if they know of anyone who can do this.

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

Timeline: Starting July-August 2011, continuing on a monthly basis.

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 on 8/12/11 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.

Timeline: June – August 2011

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 Coordinator

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

Skills needed/proficiency: 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.

Timeline: Ongoing, beginning Fall 2011

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: Person who on-boards new volunteers, evaluates performance, ensures high levels of volunteer support, manages organizational culture to ensure effective volunteer relationships, and interacts with clients when necessary to ensure volunteer viability.

Skills needed/proficiency: The essential skill set is the ability to build effective volunteer relationships through exemplary leadership. In practical terms, this person must be detail-oriented enough to systematize a two-way evaluation process, maintain database, and communicate effectively. Also, this person needs to be able to work independently yet remain closely aligned with Executive Director and Operations Manager.

Timeline: Immediate need and long-time duration

Recruitment plan: TBD

Systems Administrator

Role/scope of work: Person who maintains and operates 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.

Timeline: Immediate need and long-term duration

Recruitment Plan: TBD

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)

Timeline: 6 month commitment

Recruitment plan: Volunteermatch.org, UWKC.org, idealist.org, connecting with current volunteer who works at Tricoter (knitting store). 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: Computer classes (e.g. MS Office & Access)

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

Timeline: To make meaningful additions to the existing program funding requests will be the first step.

July – December 2011 seek out new grants and funding to support program expansion.

January 2012 – March 2012 redesign curriculum for program engaging staff and existing instructors.

April 2012 – June 2012 Begin recruiting activities

Recruitment plan: Volunteermatch.org, UWKC.org, idealist.org, v VolunteerLive (new Microsoft site coming out in Summer), 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 ability to quickly learn a new application

Timeline: October – six month commitment

Recruitment Plan: Volunteermatch.org, UWKC.org, idealist.org, VolunteerLive (new Microsoft site coming out in Summer), 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.

Skills needed/proficiency: 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. Confidentiality Experience with data collection & data analysis Excellent MS Access or Excel skills Graduate student preferred

Timeline: The volunteer could assist on a specific project, or join Kindering for a longer term.

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.

Timeline: Ongoing, minimum 6 month commitment required

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: Social Media Assistant

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

Timeline: July

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.

Timeline: July

Recruitment Plan: Will first recruit internally, and analyze options for internal fulfillment of role. If no suitable replacements, will recruit through online networks, word-of-mouth, and other advertisements. Due to the more-demanding and volatile seasonal workload of the volunteer position, it would help significantly for KITH to have someone already familiar with the time and logistical requirements needed for the volunteer position, and who is already well acquainted with the various aspects of the job.

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.

Timeline: July - August 2011.

Recruitment plan: The Volunteer Program Supervisor will work with existing contacts to identify and recruit pro-bono communications professionals. They will review potential candidates'

qualifications against the job description developed as part of Goal 2 to determine if there is a fit. Interviews will follow and if successful will result in an agreed upon scope of work, time commitment, and delivery dates.

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.

Timeline: June 2011

Recruitment Plan: The Volunteer Program Supervisor will work with existing contacts to identify and recruit pro-bono website/IT professionals. They will review potential candidates' qualifications against the job description developed as part of Goal 3 to determine if there is a fit. Interviews will follow and if successful will result in an agreed upon scope of work, time commitment, and delivery dates.

Low Income Housing Institute

Low Impact Exercise Instructor

A survey of the Frye Apartments residents conducted in May identified two new program areas of most interest to the tenants: low impact exercise classes, and healthy cooking classes. The Frye building does feature a community room appropriate for conducting exercise classes, as well as a small kitchen adjacent to the community room ideal for small group cooking classes. Because of liability issues surrounding physical exercise for people with disabilities and seniors, the VM will be conducting research on this subject in July 2011 to identify risks associated with this program and create a volunteer job description. The healthy cooking program is also going to be conceptualized in detail in July by the VM, with special consideration to budgetary constraints.

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.

Timeline: Volunteer job description will be drafted by 7/15. Recruitment will begin August 1st, 2011.

Recruitment plan: Will be created by 7/15/11

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

Timeline: Volunteer job description will be drafted by 7/15. Recruitment will begin August 1, 2011.

Recruitment Plan: will be created by 7/24/11

New Futures

Youth Program Volunteer – Academic Advisor

Role/scope of work: Facilitate development/enhancement of New Futures Youth Program academic curriculum.

Skills needed/proficiency: Experience working with, teaching, and/or tutoring youth (ages 12 – 18).

Timeline: August 2011 – June 2012

Recruitment plan: Youth Program Coordinators, Programs Director and SET (self-evaluation team) will determine subjects/areas in need of academic improvement for youth program participants. Youth Program Coordinators, Programs Director and SET and Volunteer Manager (Development Associate) will also identify potential places to recruit (local schools, colleges, etc) volunteers with teaching and/or curriculum writing background. Once candidates are identified, the team will review their qualifications and experience and determine the best fit for the current NF Youth Programs' needs. Programs Director, Youth Program Coordinator, and Volunteer Manager will then work with the volunteer to determine timeline, goals for volunteer's involvement, evaluation process, and available resources.

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.

Timeline: August 2011 – July 2012

Recruitment Plan: Collaborate with New Futures Office Manager/IT Assistant to create a detailed and accurate IT VOLUNTEER position description. Reach out to local IT volunteer sites and agencies, including Taproot, NPower, 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. Once candidates are identified, the team will review their qualifications and experience and determine the best fit for New Futures technology needs. Volunteer Manager, Office Manager and Site Managers will then work with the volunteer to determine timeline, goals for volunteer's involvement, evaluation process, and available resources.

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

Timeline: August – December 2011

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.

Timeline: June – August 2011

Recruitment Plan: Executive Director is already working with someone to develop a database.

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.

Timeline: This position must be implemented in July 2011 to keep on track with advertising deadlines. The Assistant Bookkeeper should expect to volunteer 2 hours per week for a minimum of 3 months. Ideally this volunteer will make a commitment of at least 6 months.

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. Recruitment will take place on VolunteerMatch.org, United Way of King County's website, Idealist.org, and at the Albers School of Business at Seattle University. Once possible volunteers have been identified, we will interview them to ensure that it is a good match, have them fill out a volunteer agreement form, schedule training with the Real Change bookkeeper, and establish an agreement for key deliverables and expected timeline.

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. Familiarity with Real Change vendors is helpful, but not necessary.

Timeline: This would be an ongoing project, with a deadline at the start of each month.

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. Preference will be given to volunteers who have a history of writing for Real Change rather than new

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.

Timeline: July 2011-November 30, 2011

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. CRM will determine the fit of candidates for the position based on skills and organizational philosophy. Other sources will be identified, specifically including both newly recruited and currently culturally diverse staff and volunteer input, and input from social services engaging the minority community.

Marketing Team

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

Skills needed/proficiency: Experience in marketing

Timeline: July 2011-November 30, 2011

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. CRM will determine the fit of the candidates to the position in relation skill and in relation organization philosophy. Other volunteer recruitment sources will be identified.

Wellspring Family Services

Front Desk Receptionist

Role/scope of work: Front Desk/Receptionist: first face of the agency to walk-in visitors and telephone callers; greet visitors; answer or direct telephone calls; assist Baby Boutique donors with delivering and getting receipts for donations; assist with community room guest needs.

Skills needed/proficiency: Welcoming and friendly demeanor/manner; comfortable with telephone system; some computer skills (use of database).

Timeline: By end of 2011.

Recruitment plan: Job description has been written: Post a position description to website, post to United Way, VolunteerMatch websites.

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.

Timeline: Late fall 2011 (based on first needing to establish supervisory infrastructure).

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

2012

AtWork!

Volunteer Coordinator (Temporary)

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.

Timeline: Dec 2012 (start recruitment)

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

Timeline: Dec 2012 (start recruitment)

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: 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.

Timeline: September 2012

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, Familiar with health department regulations and strong organizational skills

Timeline: September 2012

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: Financial Education Program (FEP) Presentation Assistant: 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;

Timeline: Minimum of three months, but could be ongoing. Expected commitment of 2-3 hours per week.

Recruitment plan: Utilize CAMP's current relationship with Seattle University's Center for Student Engagement to recruit Business/Finance students. 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.

Food Bank Intake Volunteer

Role/scope of work: Food Bank Intake Volunteer: The main responsibility of this volunteer will be to check-in Food Bank clients as they enter the food bank. If clients are not in the computer database, the volunteer will input client information.

Skills needed/proficiency: Must have basic computer skills; good customer service skills; fluent in English, Mandarin Chinese a plus; comfortable working with people from different backgrounds.

Timeline: Minimum of 3 months, ongoing. At least three hours per week. Food Bank hours are Wednesday: 12-4pm, Thursday/Friday: 9am-1pm.

Recruitment Plan: Post the volunteer requirement on CAMP website, United Way of King County and other volunteer recruiting websites. Also consider utilizing student volunteers from Seattle University to assist in this capacity.

Community Schools Collaboration

Tutor/Homework Helper

This role provides tutoring, enrichment and/or specialized help for students in 1st through 12th grades so that they can master critical skills and drive for excellence in academics and beyond. Tutors and homework helpers work on-site with elementary, middle school and/or high school students in the Highline and Tukwila school districts.

Skills needed/proficiency: Required – good communication skills; interest in working with school age youth (grades 1 through 12); cultural sensitivity; patience. Desired – experience working with, teaching and/or tutoring children and teens (children from 1st through 12th grades); at least two years of college; foreign language proficiency (any language—nearly 50 are spoken in our service areas).

Timeline: Any time during the school year.

Recruitment plan: Volunteermatch.com, UWKC.org, Idealist.org, CSCWA.org website, local colleges, Facebook, community events.

Office Assistant Volunteer

This role provides administrative support to Community Services Collaboration staff and will help with reception desk duties, filing, data entry, bookkeeping and a variety of special projects.

Skills needed/proficiency: Required - attention to detail; ability to multi-task in a fast-paced environment, interest and experience working with the public. Desired - filing/reception and data entry experience; at least two years of college; nonprofit experience; strong interest in education and working with children and teens.

Timeline: July - August

Recruitment plan: Volunteermatch.com, UWKC.org, Idealist.org, CSCWA.org website, local colleges, Facebook, community events.

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: accurate data entry; experience creating forms; ability to identify effective data tracking tools; ability to interpret available data;

Timeline: Now through summer

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

Procedures and Process Specialist/Documenter

Role/scope of work: Procedures and Process Specialist/Documenter; 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

Timeline: June-July – recruitment and selection, August-October—engagement and implementation

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 3rd or 4th year nursing students able to take blood pressures, check temperatures etc.

Timeline: Fall 2012

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 in English and Spanish

Timeline: July 2012

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. Depending on the skills necessary, this could be a role the local high school students could help with as a class or as volunteer work on their own.

FareStart

Volunteer-Orientation Presenter

Role/scope of work: Volunteer-orientation presenter: run volunteer orientations. Volunteer orientation will be developed as part of Goal 2 (Data/Process). This position is focused on internal communication regarding the volunteer program.

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

Timeline: Fall 2012 – content of volunteer orientations will be defined. Winter 2013 – identify candidate and select. Spring 2013 – train as presenter with the Community Engagement Coordinator. The CEC will conduct initial volunteer orientations.

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.

Timeline: Fall 2012 – identify needs of this position. Winter 2013 – identify candidate and select. Spring 2013 – train as presenter.

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.

Timeline: Once a month or on call as needed.

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. Once a volunteer has been identified, the CM and LSC will work with the identified volunteer to specify the scope of work, time commitment and availability. Also, explore the volunteer’s role in demonstrating and teaching residents how to complete minor repair and maintenance tasks at HH.

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.

Timeline: Once a month, available on Saturdays for residents' "deep cleaning" responsibilities.

Recruitment Plan: The CM and LSC will reach out to their current parishes with brochures and advertise on different sites for the position. Once the right person is identified, the CM and LSC will work with the housekeeping coordinator to define the scope of work and decide upon on the time commitments.

Maple Valley Food Bank

School Backpack Volunteer Lead

Role/scope of work: Lead will help organize, direct, and supervise the work of volunteer groups who help with stuffing and distributing backpacks during this annual program.

Skills needed/proficiency: Strong communication and organizational skills. Ability to help lead, instruct and encourage varied groups of adults and redirect as needed. Ability to be on site at least one shift per week during project.

Timeline: July 30 – August 30, 2012

Recruitment plan: Ask existing volunteers who have exhibited the skills needed.

Warehouse Volunteer Lead

Role/scope of work: Oversight volunteer- To help in roles that need constant attention, keeping line filled

Skills needed/proficiency: Very good communication skills; to control urgent issues calmly

Timeline: July 2012

Recruitment Plan: Having 2-3 volunteers to choose from, watching their work habits and how they work with clients

Peace for the Streets 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.

Timeline: 4-5 hours per week.

Recruitment plan: PSKS will seek qualified volunteers through an application and interview process. The interview team will consist of the following individuals:

- CORE member
- Executive Director
- Staff member
- Board of Directors member (optional)

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:

Required Qualifications:

- Detail oriented
- Follows directions
- 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

Timeline: 2-4 hours per week.

Recruitment plan: PSKS will seek qualified volunteers through an application and interview process. The interview team will consist of the following individuals:

- CORE member
- Executive Director
- Staff member
- Board of Directors member (optional)

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

Timeline: August 26, 2012

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.

Timeline: August 26, 2012

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.

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.

Timeline: End of 2012

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

Timeline: TBD

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

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.

Timeline: 6/15/12

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

Program Assistant

Role/scope of work: Program assistant(s). Perform administrative tasks, take notes, make copies, set up meetings, and prepare agendas.

We believe our community can move beyond poverty and oppression to a place where all people have access to quality housing, nutritious food, equal justice and opportunities to thrive. We are committed to working with compassion, integrity, accountability, creativity and an anti-oppression approach to end homelessness, hunger, inequality and other barriers to social justice. We value collaboration and leadership from the communities we serve.

Skills needed/proficiency:

- 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

Timeline: 6/15/12

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.

Timeline: October/November – after front-line staff position descriptions and training is finalized, meet with staff to discuss issues and scope of Counselor services

January – first meeting with front-line staff

April – assess meeting and review findings, plan future quarterly meetings

Recruitment Plan: Contact known Vashon Food Bank volunteer with these skills to ask if they would be interested/available to volunteer in this capacity. If that person is not a candidate for the position, begin 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

Timeline: June – staff to meet and discuss current needs and create a “position description” that includes: working with existing systems (website and current email system); working with future systems (updated website and introduction of new communications system such as Constant Contact); developing plan for regular ongoing electronic communications with volunteers

July – recruit professional volunteer

August & September: begin to implement processes developed by professional volunteer

October: assess process to date, make changes as needed to ensure that goals are being met.

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

2013

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.

Timeline: August -November 2013

Recruitment plan: Work with 501 Commons. 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. ACRS staff will direct the skills-based volunteer to documents and web pages needing review and will provide guidelines on wording to be added or revised. 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.

Timeline: August-November, 2013

Recruitment Plan: Work with 501 Commons. 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.

Timeline: Total Project timeline July 2013- February 2014. Various scopes of work can be broken out to accommodate interest/ skill/ availability and can be of two types:

- a. Ongoing commitment (a few hours committed every week or month)

b. One project (a discrete project that may require several hours per week over several weeks)

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

Timeline: One project (a discrete project that may require several hours per week over several weeks)

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)

Timeline: Annually in May, July and November

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; s well as recruitment, training, and screening of volunteers; and labor laws associated with volunteers.

Timeline: Summer 2013

Recruitment plan: The Volunteer Manager will work with existing contacts to identify and recruit a volunteer HR professional. A current volunteer or 501 Commons could help to identify potential candidates. Once HR professionals have been identified, CAN will review qualifications and experience to determine if candidates meet their specific needs related to volunteer training. 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.

Timeline: October 2014

Recruitment Plan: The Volunteer Manager will work with existing contacts such as 501 Commons or Companies to identify and recruit a volunteer Marketing and Communications professional. Once these professionals have been identified, CAN will review qualifications and experience to determine if any candidates meet their specific needs. CAN may want to review prior work samples of applicants for quality, consistency, and ability to relate with CAN's mission. 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.

Timeline: July 2013. The development of trainings over the summer will allow for better implementation in the fall when volunteers begin and are assigned to specific schools.

Recruitment plan: This role will be the target request of the VIP 360 Implementation Grant Proposal. While the trainings could be developed by CISS employees, the process would be truncated and more consistent if assisted by a consultant with training 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. Basic coordination experience and exemplary communication skills.

Timeline: October

Recruitment Plan: Develop an interview and screening process for interested volunteers participating in the Math All-Star program. Investigate options of offering positions as internships.

Dale Turner Family YMCA

Life Style Coach

Role/scope of work: Life Style Coach – 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.

Timeline: Quarter/Semester

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

Marketing & Communications Volunteer

Role/scope of work: Marketing & Communications Volunteer- 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: 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.

Timeline: Summer Commitment

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

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.

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.

Timeline: Recruit in February 2014

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.

Timeline: Recruited by 07/15/2013

Recruitment Plan: Apply through VIP 360 Implementation Grant.

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.

Timeline: Would like a volunteer ASAP, and work ongoing until project complete.

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.

Timeline: Would like a volunteer ASAP, and work ongoing until project complete.

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: Skilled Volunteer and Community Outreach Coordinator- Manage skills volunteer 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.

Timeline: Position description created, submitted to AmeriCorps, response expected in May, start date would be in September.

Recruitment plan: First targeting AmeriCorps support then skilled volunteer as needed. This position has been approved and accepted as a VISTA AmeriCorps role as of 4/10/13.

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

Timeline: Position description on file, submitted to Washington Service Corp in February, response expected by May, start date in late August.

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

Timeline: Position description on file, July 1st

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 for 2014

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

Timeline: July-November, 2013

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

Timeline: June-November, 2013

Recruitment Plan: Recruit from United Way

Goodwill Seattle

Volunteer Engagement Assistant

Role/scope of work: Volunteer Engagement Assistant

- Reply to initial volunteer request emails/phone calls
- Set up interview calls for the Constituent Relationship Coordinator
- Record monthly volunteer hours in the Sage Fundraising 50 (Sage) database
- Input volunteer and potential volunteer applications into Sage
- Manage electronic volunteer files and keep them up-to-date
- Confirm each volunteer has correct orientation paperwork on file
- Manage the Volunteer Center on SharePoint
- Assist Constituent Relationship Coordinator with stewardship letters as requested
- 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

Timeline: Ongoing opportunity; 6 month commitment

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

Data Process Analyst

Role/scope of work: Data Process Analyst

- 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

Timeline: 1 – 3 months

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.

Timeline: September 30, 2013 and ongoing

Recruitment plan: Executive Director to speak with potential candidate. If/as needed, broader recruitment involving the board and other stakeholders will ensue.

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

Timeline: June-October, 2013

Recruitment Plan: Executive Director to discuss role/opportunity with Bill.

Kent Youth & Family Services

Literacy Tutor

Role/scope of work: Literacy Tutor – 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: 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.

Timeline: Preferably at least 2hr once per week for 6 months. Best volunteers are 2hr twice per week for long term commitments.

Recruitment plan: AmeriCorps, Washington Reading Corps, Green River and Highline CC Social Service students. Anticipated focus on getting work study students from UW.

Clinic Intern

Role/scope of work: Clinic Intern – 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.

Timeline: 15 months

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: Basic Computer Skills Trainer: 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.

Timeline: Have position filled by August 31, 2013

Recruitment plan: Write up position description, post to Navos website, search/post to United Way volunteer site, search volunteermatch.com, review donor base for Microsoft employees or others with appropriate skills, alert Navos staff via email of position availability.

Receptionist

Role/scope of work: Receptionist at West Seattle Hospital – evenings and weekends. Duties include: answering phones, welcoming and directing families and visitors appropriately.

We would prefer a 6 month commitment with a regular schedule, though hours are flexible.

Skills needed/proficiency: Well organized, friendly, good communication skills, reliable, able to adhere to confidentiality requirements, able to learn system resources and procedures.

Timeline: Have position filled by August 31, 2013

Recruitment Plan: Write up position description, recruit from peer Navos clients, post to Navos website, use United Way and volunteermatch.com, alert Navos staff to 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 using Access or Excel, detail oriented and organized

Timeline: July 2013

Recruitment plan: Create a position and post it on the website, announce the position at big events and through July 2013

Event Translator

Role/scope of work: Translate at big events

Skills needed/proficiency: Fluency in languages other than English

Timeline: august 2013

Recruitment plan: create a position and post it on the website, announce the position at big events and through august, 2012

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

Timeline: Every other month for two hours

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.

Timeline: Four hours per week (short or long-term volunteer opportunities available)

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: skills needed/proficiency: Internet savvy, E-bay experience, photography, writing skills.

Timeline: June-July 2013

Recruitment plan: HRC will be in charge of recruitment. 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: Role/scope of work: Assess store layout for attractiveness and saleability. 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.

Timeline: Jan 2014

Recruitment Plan: HRC will be in charge of recruitment. 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.

Timeline: May, 2013

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. Intern position commitment would depend on the internship requirements (if a student) but would require time allotted for Marketing Committee meetings and Event Committee meetings where applicable as well as weekly checks –in in office on project progress.

Timeline: Summer, 2013

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 begin in the Fall of 2013 in order to plan out the coming program food calendar. Depending on how things were planned the role could manage volunteers for food pickup/drop off twice a week during Jan-Jun programming and possibly for our Summer programming as well. This role would require volunteer management skills, an understanding of nutrition and cultural food choices, as well as relationship-building skills.

Timeline: Early winter, 2013

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