

Spina Bifida Association

Of Washington State

Volunteer Opportunities



The Spina Bifida Association
of Washington State

SBAWS Volunteer Opportunities



Office Assistant (Mon-Fri hours of operation 1-4pm)

Duties include answering phone calls; providing written materials to public; assisting with online fundraising efforts; helping with social media sites; other general office tasks.



Webmaster

Duties include, but not limited to: updating and maintaining SBAWS website. Online position - help from home!!



Social Media Coordinator (SMC)

Duties include help create and maintain social networks such as Facebook, Twitter, etc...; submit PSA's and newspaper announcements for events. Online position - help from home!!



Kids On the Block

Volunteer Program Designed by KOB, Inc. to be implemented when puppets have been adopted Duties: TBD



Java January Month long

Duties include posting written materials around WA State.



Folate/Folic Acid Awareness Campaign/Face2Face February

Duties include helping spread the word about the importance of Folic Acid and keeping up to date research available for website. Distributing literature and recipes, highlighting personal stories and assisting with preparations for upcoming Folate and Folic Acid Campaign events is also a major part of this position.



NW Women's Show Friday-Sunday 1st weekend in March

Duties include working the SBAWS Booth interact with 2,000+ women of childbearing age and providing information about the SBAWS and its mission; handing out written information about SB and the prevention of; overseeing Spin For Spina Bifida wheel; and raffle. ***3 volunteers needed to cover a 4 hour shift one of the 3 days.



Fundraising Events

Set-up/Clean-up

Greeters/Registration

Food Svc/Busser

Beverage Svc

Oversee info Table(s)

Oversee Raffle/Auction

Prepare Raffle Baskets

 **Five Course Folate Feast** Spring and Autumn

Greeters/Registration

Food Prep/Food

Svc/Bussers

Set-up/Clean-up

Oversee Raffle/Auction

Prepare Raffle Baskets

 **Summer Picnic-Children's Play Garden** Annually

PRE EVENT:

Plan Picnic Logistics

Oversee Raffle

Prepare Raffle Items/Baskets

DAY OF EVENT:

Set-up/Clean-up

Registration & Info tables

Oversee animal area

Oversee crafts area

Oversee water feature

 **Walk and Roll** July 20th 10am-2pm

*See dedicated job descriptions along with event Committee sign up form

 **Car Wash** Warm weather months - 10 volunteers needed

Promote event

Wash cars

Oversee info table

Take donations

 **Educational Summit**

PRE EVENT:

Plan Logistics/Find Locale

Oversee Raffle/Auction

Prepare Raffle Baskets

Recruit Speakers/Vendors

DAY OF EVENT:

Set-up/Clean-up

Oversee registration table

Oversee info table/s

Oversee food & drink areas

 **Adopt-A-Ghost Month of October**

Delivering Posters/Ghosts

Recruiting Retailers

 **Giving Tuesday**

Social Media (SMC); emails, FirstGiving page

 **Annual End Of Year Fund Drive** December

Pamphlet designer

Envelope stuffers

Edit and maintain FirstGiving page



**Spina Bifida Association
of Washington State**

“Together We Make The Difference”

www.sbaws.org

SBAWS Volunteer Application



Contact Information

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

Availability

During which hours are you available for volunteer assignments?

- Weekday mornings Weekend mornings
 Weekday afternoons Weekend afternoons
 Weekday evenings Weekend evenings

Interests

Tell us in which areas you are interested in volunteering

- Office Assistant
 Social Media Coordinator (Facebook and Twitter)
 Webmaster
 Pre Event Planning
 Event Assistant for Day of Event (Walk&Roll for SB, Summer Picnic, NW Women's Show, etc.)
 Folate & Folic Acid Campaign and Related Events
 Fundraising by Month (Java January, Face2Face February, Giving Tuesday, etc.)
 Adopt-A-Ghost for Spina Bifida (Fund and Awareness raising in the month of October)

Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities. Please note any previous work with people with disabilities or the disability industry.

Previous Volunteer Experience

Summarize your previous volunteer experience. Please note any organizations that serve people with disabilities.

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Person to Notify in Case of Emergency

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	
Signature	
Date	

Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Volunteers are vital in our mission:

To improve the lives of people with disabilities

Outreach to those affected by Spina Bifida in Washington State

Gather together to lend our expertise, experience and energy to others in need

Equalize opportunities for those at all levels of ability

Teach our youth to advocate for them selves

Help inspire empathy & understanding of disabilities

Educate the importance of prenatal folates and folic acid supplements to prevent SB

Reach out to assist families and individuals affected by SB

As you can see – TOGETHER is how we make the difference - thank you for completing this application form and for your interest in volunteering with us and making the difference in our community!!!

Walk-N-Roll for Spina Bifida Volunteer Jobs

Set Up/Break Down Volunteers – 15 volunteers needed

Volunteers will assist in setting up tables, covering tables, moving boxes and other tasks.

Set-up Time: 9am

Break Down Time: 2pm

- Put signs up outside/inside park directing participants to check in.
- Put up tents according to map.
- Set up tables and chairs according to map.
- Hang signs on front of tents according to map.
- Cover tables with covering.
- Set up garbage cans.
- Registration Tent set up
- Hang Walk-N-Roll for Spina Bifida banner.
- Raffle Table set up
- Set signs along walk route.

Walker Check In – 6 volunteers

Check In volunteers will help process participants who are registering for the walk and who already have registered for the walk. Walker Check In volunteers will need to answer questions, accept donations from participants and register walkers who have not yet registered. Detailed instructions will be given at training at 9am.

10am – 11am

T-Shirt Runners – 3 volunteers

T-shirt Runners will assist registration volunteers by getting correct size T-shirts for participants.

10am – 11am

Refreshments – 2 volunteers

Food tent volunteers will set up refreshments and water and replenish as needed.

10am – 2pm.

Photography assistant – 1 volunteer

The photography assistant will hold the shot sheet and assist our photographer by recording names as he or she takes team photos and informal shots.

10am – 2pm

Job Description

TITLE: Volunteer Program Coordinator

SUMMARY OF POSITION:

The Volunteer Program Coordinator (VPC) plans, organizes and implements the volunteer program in order to serve the needs and opportunities of the Chapter's stewardship, protection, fundraising, communications and administrative programs and achieve the Spina Bifida Association of Washington State's goals and mission. The VPC provides leadership and direction to large numbers of volunteers and works cooperatively with Chapter staff, Board and members, as well as partner organizations and businesses, and promotes outreach among the diverse populations of Washington State. The VPC is supervised by the Executive Director and supervises all volunteer activities and the volunteers themselves.

DUTIES :

- Develop annual volunteer plan which provides support for the Chapter's stewardship, protection, fundraising, communications, membership services and administrative operations.
- Develop and implement a comprehensive volunteer recruitment program to meet the needs identified in the annual volunteer program plan. Maintain the volunteer data base and an inventory of volunteer needs for the state program, matching skills and abilities to projects; track and report on volunteer projects and hours contributed.
- Work with Chapter staff to develop volunteer job descriptions, orientation and training programs for current projects. Identify and develop new volunteer initiatives. Develop volunteer evaluation procedures and recognition system. Train staff and volunteers on the fundamentals of working with, and supervising, groups of volunteers.
- Provide articles on volunteer events, volunteer recognition and volunteer opportunities to be posted to The Evergreen – the SBAWS' newsletter and the SBAWS' website.

- Assist in the cultivation of potential funding sources for the Chapter volunteer program and its activities; develop and monitor volunteer program budget.
- Coordinate volunteer needs for fundraising and social events, including site logistics and volunteer participation.
- Perform other duties as assigned.

MINIMUM ENTRANCE REQUIREMENTS:

- Two years' successful experience in volunteer management, preferably with a non-profit organization.
- Demonstrated leadership and interpersonal skills, teamwork orientation, and ability to motivate wide range of people. Sensitivity to issues of cultural and disability diversity is a must.
- Excellent oral and written communication skills, including demonstrated writing ability and some public speaking experience.
- Demonstrated ability to initiate and manage projects; strong organizational and administrative skills. Must be able to work independently and as part of a team and with all levels of staff, Board, membership and volunteers.
- Ability to work well under pressure and meet deadlines.
- Word-processing proficiency, preferably in Microsoft Word. Experience in Excel and Access, as well as database management experience preferred.
- Willingness to travel and work flexible hours, including evenings and weekends, as well as willingness and ability to attend events hosted by the SBAWS.
- Ability to learn about, commit to, and educate others on the organization's mission to provide preventative education and support of those affected by Spina Bifida.

To apply, please contact Meg Paulsen, Exec. Director at megpaulsen@sbaws.org