

# Three Trees Volunteer Opportunity Menu

## Individual Opportunities

### Position: **Agency Ambassador**

Opportunities (positions): many

Frequency: varies

Responsibilities:

- Secure opportunities for the agency to share information about itself.
- Represent the agency at ambassador opportunities by speaking or exhibiting information about Three Trees

### Position: **Copying Assistant**

Opportunities (positions): 1 or 2

Frequency: 4 hours monthly or 2 ½ hours twice per month

Responsibilities:

- Maintain an inventory of training manuals, caregiver manuals, Safe Harbor manuals etc.
- Once a month (or as needed) copy and assemble manuals

### Position: **Craft Room Manager**

Opportunities (positions): 1

Frequency: 1 ½ hours, twice monthly; prefer year commitment to position

Responsibilities:

- Review inventory to insure needed supplies are in stock
- Straighten and maintain order of room
- Examine supplies and tools to be sure they are in working order and usable
- Throw out unusable or damaged items

### Position: **Gift Bag Coordinator**

Opportunities (positions): 1

Frequency: 1 ½ hours per month

Responsibilities:

- Maintain inventory of supplies for Orientation/Welcome gift bags
- Maintain inventory supplies for Last night/Farewell gift bags
- Maintain Tear Soup book inventory and place label in front
- Assemble Orientation/Welcome and Last Night/Farewell gift bags, if needed

### Position: **Group Facilitator**

Opportunities (positions): 6 facilitators per session; 8-10 sessions annually

Frequency: 2 ½ - 3 hours weekly for 8 weeks

Responsibilities:

- Facilitate an age-specific group throughout an 8-week session
- NOTE - All facilitators must complete a 16-hour training program prior to facilitating. These trainings are offered three times per year.

### Position: **Hostess Chairperson**

Opportunities (positions): 1 or 2 if co-chairs

Frequency: 1-2 hours per month; prefer year commitment to position

Responsibilities:

- Oversee volunteer hostesses.
- Contact volunteers to commit for group nights. If unable to secure a volunteer be willing to fill in or sub that night for hostess
- Remind hostesses of their commitment a few days prior to group

### Position: **Hostess**

Opportunities (positions): 64+ per year

Frequency: 2 ½ hours per time

Responsibilities:

- Arrive at Three Trees at 6 PM on night of group
- Bring cookies and drink to be served at end of group
- Help families find rooms on first night
- Be available to assist facilitators if child needs to be taken to rest room or needs some other assistance
- Prepare cookie/drink table at 7:20 PM
- Knock on group room doors at 7:35 PM to let facilitators know 10 min are left for group time
- Clean up after families leave
- Attend refreshment table and assist children in getting treats.

Position: **Librarian**

Opportunities (positions): 1

Frequency: 1 hour, twice monthly

Responsibilities

- Initially, set-up system for lending library
- Maintain library books
- Prepare new books to be added to library, insert checkout pocket, card etc.
- Review book listing and add new book descriptions as new books are added
- Organize book shelves and review borrowed book list to see if borrowers need to be contacted to return books

Position: **Staff Support**

Opportunities (positions): 1 or 2 per week

Frequency: 1-2 hours, weekly

Responsibilities:

- Answer phones
- Filing
- Inventory office supplies
- Straighten group rooms
- Wipe off tables, vacuum, empty trash, if needed
- Run errands

- Assemble small mailings

Position: **Storage Room Coordinator**

Opportunities (positions): 1

Frequency: 1 hour, twice monthly

Responsibilities:

- Initially, create inventory list
- Review inventory and make sure needed items are in-stock (i.e., cups, napkins, etc.)
- Straighten and maintain order of room

Position: **Volunteer Coordinator**

Opportunities (positions): 1

Frequency: 1- 1 1/2 hours, twice monthly

Responsibilities:

- Assemble inquiry and orientation packets
- Call references and when applicable check KBI and SRS records
- Maintain volunteer files
- Assist with various recognition activities

### Committee Opportunities

Position: **ArtSpree Committee Member**

Number of Opportunities (positions): 25-50

Frequency: hours depend upon responsibilities; event occurs annually in late April

Responsibilities:

- Coordinate various aspects (i.e., marketing, printing, art procurement, venue, sponsors, ticket sales, registration, etc.) of fund raising event by leading or serving on a sub-committee.

Position: **Piano for Christmas Book Committee**

Number of Opportunities (positions): 5-10

Frequency: hours depend upon responsibilities; activities occur September - January

Responsibilities:

- Chair committee or assist chair by promoting and selling book through various book signing; coordinating activities with book outlets; and maintaining inventory and storage of book.

### Group Project Opportunities

- Assemble gift bags
- Label Tear Soup books
- Copying/assembly of manuals
- Assemble large mailings typically in July/August and March
- Make 'feelie hearts'
- Deep cleaning of office (twice per year)
- Clean toys (quarterly)

*For more information about volunteer opportunities, please contact Three Trees at 316.263.3335.*