

## Function Volunteer Opportunities

**Fundraiser/Donations** – Volunteers are in charge of coordinating events and working on fundraising ideas to raise money for the coalition and will work to secure event specific donations. Example: Connects with local pizza shop owners to donate pizza for the Family Fun Night event held in February.

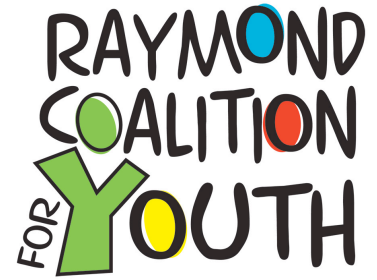
**Grant Coordinator** – Works as a team with Executive Director and board to identify potential grant opportunities. Gathers and verifies all information needed to complete grants. Manages and monitors grant writing process to ensure deadlines are met. Once grants are awarded, works with the Executive Director to complete reports/updates of grant fund usage as dictated by each grant requirements.

**Web Guru** – Helps to continually update and improve the web site. Works closely with the Executive Director to keep information posted current. Works in conjunction with the historian to post event pictures and get articles published about the Coalition up on the site.

**Historian** – Responsible for creating a printed/digital (scrape book) history of the Coalition milestones and continued growth. Works in coordination with the Executive Director and all the volunteers to gather photographs/videos/printed articles and testimonials connected to the Coalition.

**Business Assistant** – Assists the Executive Director and Executive Board members as needed. May work independently on specific tasks, or work with the board as part of a team to coordinate business-minded events. Example: working with the board to develop and coordinate the annual donation drive. It is encouraged that this person attends board meetings.

**Refreshment Coordinator** – Ensures that refreshments are ordered/delivered/clean-up for all coalition Board and member monthly meetings. May be asked to work with the Program Committees to secure refreshments for monthly events they may schedule.



## **Program Committee(s) Opportunities**

**Outreach** – Volunteers are responsible for public relations. Getting the Raymond Coalition for Youth name out there and creating a positive buzz around the great work the Coalition is doing. This committee should work in coordination with the other program and event committees to be sure proper marketing and consistent messaging is done to promote all events. This committee should also continually work to create fresh ideas to promote the Coalition, which are in step with the Coalition, set yearly goals and encourage youth, parent and community participation.

**After School Program** – This committee is tasked with developing a strong after school program that will map to the ever-changing needs of the students and parents. The current focus is at the Middle School level. Core operating procedures are in development. The committee at the beginning of the school year will develop yearly program offerings along with capacity goals. In addition planning for a more robust program and mapping out a strategy for further expanding the program to the elementary level will be areas the committee will be working on.

**Finance/Development** – This committee meets monthly to review the financial needs of the coalition and discuss and develop methods to meet the established needs. Volunteers to this committee will participate in discussions, research ideas and details around such things as identifying grant and corporate sponsorship opportunities. This committee works on current financial needs as well as looking to the future growth of the coalition and the potential funding challenges.