

# Empower House Volunteer Opportunities



# Table of Contents

***Administrative Volunteer Position Descriptions..... 3***

    Volunteer Coordinator.....3

    Administrative Volunteer – Multiple Positions .....3

***Program Volunteer Position Descriptions ..... 4***

    Empower Youth Program Volunteer .....4

    Digital Literacy Volunteer .....4

    Empower Radio Volunteer .....4

    Childcare Volunteer (Background Check Required).....5

***Fund Development Volunteer Position Descriptions..... 6***

    Fund Development Volunteer - Multiple Positions Available .....6

***Communications & Outreach Volunteer Position Descriptions ..... 7***

    Marketing & Digital Content Volunteer .....7

    Community Liaison Volunteer - Multiple Positions Available .....7

# Administrative Volunteer Position Descriptions

We are seeking empathetic, communicative, coachable, adaptable, and dependable individuals to join our administrative volunteer team. These vital roles will be responsible for managing various administrative tasks crucial to the smooth operation of Empower House. The ideal candidates will possess excellent communication skills, attention to detail, and the ability to manage multiple priorities effectively.

These volunteer roles offer an exciting opportunity to contribute to the success of our organization while gaining valuable experience in nonprofit administration and management. If you are passionate about making a difference in your community and possess the skills and qualities we're looking for, we encourage you to apply.

## Volunteer Coordinator

- **Description:** Help build the volunteer program that strengthens Empower House.
- **Responsibilities:**
  - Volunteer and board follow-ups and project tracking
  - Volunteer parties scheduling & orientation
  - Maintain volunteer lists
  - Help plan orientations
  - Gather feedback
  - Check-in with active volunteers
- **Skills Needed:** Organized, people-centered, team player.
- **Time Commitment:** 6-12 hours per month; good fit for ongoing volunteers

## Administrative Volunteer – Multiple Positions

- **Description:** Support staff engagement and organizational wellness through thoughtful administrative and morale-boosting support. Provide essential behind-the-scenes help to keep operations running smoothly. Ensure quality and consistency in data systems that power Empower House's impact. Support logistics for health-related classes and programs.
- **Responsibilities:** *Volunteers may support Empower House in one or more of the following ways:*
  - Filing, scheduling support, light reporting tasks, and general office management help.
  - Input data into Salesforce, clean up duplicate entries, track program metrics.
  - Make reminder or follow-up calls, confirm participant attendance, prepare materials.
  - Prep onboarding materials, write birthday cards, prepare new hire gifts, and help brainstorm/execute staff engagement ideas.
  - Other administrative duties, as assigned.
- **Skills Needed:**
  - Organized, discreet, Attention to detail, basic computer skills, dependable.
  - Accuracy, previous data experience preferred, confidentiality.
  - Phone etiquette, culturally responsive.
- **Time Commitment:**
  - Flexible, 2-20 hours per month

# Program Volunteer Position Descriptions

We are seeking empathetic, communicative, coachable, adaptable, and dependable individuals to join our program volunteer team. As a Program Volunteer, you'll have the opportunity to play a vital role in delivering impactful services and support to our community. Whether you're passionate about youth, restorative justice, or community health, there's a place for you to make a difference.

Our programs rely on the dedication and enthusiasm of volunteers like you to thrive. By joining our team, you'll have the chance to directly impact the communities we serve and contribute to positive change. We're excited to welcome individuals who are committed to our mission, eager to learn, and enthusiastic about making a difference.

## Empower Youth Program Volunteer

- **Description:** Create safe, welcoming spaces for youth to grow and thrive. Support behind-the-scenes setup and cleanup for parenting and wellness programs.
- **Responsibilities:**
  - Organize and/or set up spaces
  - Prep lesson supplies
  - Assist in facilitation, as needed
  - Assemble take-home packets
  - Prep snacks
- **Skills Needed:** Patience, adaptability, youth-friendly approach, independent.
- **Time Commitment:** Flexible, 2-20 hours per month

## Digital Literacy Volunteer

- **Description:** Help close the digital divide through basic tech instruction.
- **Responsibilities:**
  - Support digital skills classes
  - Help participants navigate basic tech tools
  - Prepare digital materials
  - Document participant attendance
  - Data Entry
- **Skills Needed:** Comfortable with tech, good communicator.
- **Time Commitment:** Flexible, 2-10 hours per month

## Empower Radio Volunteer

- **Description:** Contribute to Empower House's media work through content support and tech assistance.
- **Responsibilities:**
  - Upload content
  - Organize sound files
  - Record sound bites
  - Assist with editing (if trained)
- **Skills Needed:** Tech/media knowledge, reliability.

- **Time Commitment:** Flexible, 4-8 hours per month

## **Childcare Volunteer (Background Check Required)**

- **Description:** Create a safe, nurturing, and playful environment for children while their parents attend workshops, classes, and support programs.
- **Responsibilities:**
  - Supervise and engage children in age-appropriate activities during workshops or classes
  - Ensure a safe and welcoming environment for all children
  - Set up and clean up play areas before and after sessions
  - Communicate any concerns or incidents to staff immediately
- **Skills Needed:**
  - Experience with or interest in working with young children
  - Patience, attentiveness, and a trauma-informed, non-punitive approach
  - Ability to work well independently and as part of a team
  - Bilingual (Spanish/English) is a plus but not required
- **Time Commitment:** Based on program schedules; typically 2–3 hours per session, 1–2 times per week

# Fund Development Volunteer Position Descriptions

We are seeking empathetic, communicative, coachable, adaptable, and dependable individuals to join our Fund Development volunteer team. As a Fund Development Volunteer, you'll play a crucial role in helping us secure the resources needed to sustain and expand our vital programs and initiatives. Your efforts will directly impact our ability to make a positive difference in the lives of those we support.

We are looking for dedicated individuals who are passionate about fundraising and eager to contribute their skills and expertise to our cause. Whether you have experience in grant writing, donor stewardship, event planning, or networking, there are various opportunities for you to get involved and make a meaningful impact. Join us in our mission to provide transformative community health services, youth development programs and advocacy opportunities that empower women and girls of color. Together, we can achieve remarkable results and make a lasting difference.

## Fund Development Volunteer - Multiple Positions Available

- **Description:** Support the mission by helping sustain donor and community relationships or through back-end support.
- **Responsibilities:**
  - Pick up/drop off donation requests
  - Stuff mailers
  - Assist with donor calls and thank-yous
  - Enter data
  - Assist with grant research or reports
  - Help prep for funding requests
- **Skills Needed:** Punctual, detail-oriented, friendly, writing/editing capabilities, confidential.
- **Time Commitment:** 4-16 hours per month, depending on availability

# Communications & Outreach Volunteer Position

## Descriptions

We are seeking empathetic, communicative, coachable, adaptable, and dependable individuals to join our Communications & Outreach volunteer team. As a Communication & Outreach Volunteer, you'll have the opportunity to support our external efforts in the community by serving as an ambassador of Empower House or creating marketing materials to garner greater community support and partnership. These roles are a chance to share the mission of Empower House with the community-at-large and to identify partnership opportunities with other community organizations and businesses.

### Marketing & Digital Content Volunteer

- **Description:** Amplify Empower House's message through engaging digital outreach.
- **Responsibilities:**
  - Create flyers
  - Schedule newsletters and email campaigns
  - Draft social media posts
- **Skills Needed:** Canva or design tools, written communication, tech-savvy.
- **Time Commitment:** Flexible, 2- 10 hours per month

### Community Liaison Volunteer - Multiple Positions Available

- **Description:** Be a public-facing representative of EHSA at community events. Ensure community members get timely access to services and information.
- **Responsibilities:**
  - Set up tables
  - Distribute flyers
  - Prepare outreach kits and other handouts
  - Assist at info tables
  - Engage event attendees
  - Compile resources
- **Skills Needed:** Outgoing, friendly & personable, punctual, mission-aligned
- **Time Commitment:** Varies based on event schedule. On average, we are asked to attend 3-5 outreach events per month