

Summary List of Volunteer Opportunities

More detailed descriptions appear on the following pages.

Tutors – Individual and Small Class

Adult Education (AE) Tutors
English for Speakers of Other Languages (ESOL) Tutors

Administration

Receptionist & Office Administration
Volunteer Inquiry Coordinator

Marketing Communications

Copy Writer & Editor
Graphics Design
Website Design & Maintenance
eNewsletter Design & Maintenance

Event Planning & Support

Volunteer Recognition
Student Recognition
Spelling Bee Fundraiser
Author's for Literacy Fundraiser

Community Outreach

Speaking and Advocacy Support
Student Life Skills Coach and Mentor

Special Projects

Community Outreach Project Coordinator
Literacy Research Project Coordinator
Digital Media / Social Networks Development Project
Tutor Skills Development Coach and Mentor

Tutors - Individual and Small Class

The volunteer tutor program is well-organized and active. New volunteer tutors are always in demand.

Adult Education (AE) Tutors

English for Speakers of Other Languages (ESOL) Tutors

Job Description:	See attached
Timeframe:	Commit to tutoring for 9 months, 2 hours per week
Location:	LCBC offices or other mutually agreeable location
Skills:	<ul style="list-style-type: none">- Attend 15 hours of tutor training- Excellent inter-personal skills- Strong reading, writing, and English language skills
Supervision:	AE or ESOL Program Coordinator
Number Needed:	Unlimited. About 10-20 new volunteers every two months

Administration

Volunteers are currently used to support administration; however, more are needed for full office coverage during normal business hours.

Receptionist & Office Administration

Job Description:	<ul style="list-style-type: none">- Answer telephones- Maintain office staffing schedule- Maintain library and training materials- Copying, mailing
Timeframe:	Minimum of 2-4 hours, once a week
Location:	LCBC offices
Skills:	<ul style="list-style-type: none">- Good telephone speaking voice and manner- Good inter-personal skills- Organized, attention to detail, accurate
Supervision:	Office Manager
Number Needed:	10 – 12 for office coverage five days per week

Volunteer Inquiry Coordinator

- Job Description: - Respond to telephone and email inquiries from potential volunteers
 - Schedule potential volunteer tutors for Orientation Session
 - Send Orientation packet and confirm attendance
 - Maintain tracking reports
 - Post volunteer opportunities to digital sites
- Timeframe: 4 hours per week (usually 1-2 hours per day, 2 days per week)
- Location: LCBC offices or from home via high speed internet/email access
- Skills: - Proficient in Microsoft Outlook email, Word, and Excel
 - Good telephone manner
 - Ability to explain volunteer tutor program and answer questions
 - Organized, attention to detail, accurate, professional
- Supervision: Marketing Director
- Number Needed: 1

Marketing Communications

Copy Writer & Editor

- Job Description: - Write articles for internal newsletter, press releases, success stories, website content, and/or blogs
 - Gather content, conduct interviews, do research
 - Maintain idea list for future articles
 - Monitor issues and trends relevant to literacy and distribute abstracts of information to LCBC staff
- Timeframe: 4-6 hours per month
- Location: LCBC offices or from home via high speed internet/email access
- Skills: - Proficient in Microsoft Outlook email and Word
 - Internet knowledgeable
 - Excellent writing skills
- Supervision: Marketing Director
- Number Needed: 1-2

Graphics Design

- Job Description: Prepare posters, flyers, brochures, handouts, and other marketing materials as needed for events, volunteer and student recruitment, community outreach, and publicity.
- Timeframe: As needed on a project basis. A project may be 2 – 20 hours.
- Location: LCBC offices or from home via high speed internet/email access
- Skills:
- Proficient in Adobe Acrobat suite – InDesign and PhotoShop
 - Knowledgeable in Microsoft Powerpoint and Outlook email
 - Excellent design and writing skills
- Supervision: Marketing Director
- Number Needed: 1-2

Website Design & Maintenance

- Job Description:
- Design and code new website; load prepared content
 - Oversee new website testing and production; work with host provider
 - Update content on website as needed
 - Investigate, advise, and implement visuals to website such as animation, flash, video, and/or web-casts
- Timeframe:
- New site development: 1-2 months
 - Ongoing site maintenance: 4-8 hours per month
- Location: LCBC offices or from home via high speed internet/email access
- Skills:
- Proficient in Dreamweaver and Contribute software
 - Significant experience in website design and implementation
- Supervision: Marketing Director
- Number Needed: 1-2

eNewsletter Design & Maintenance

- Job Description:
- Prepare monthly electronic newsletter
 - Design newsletter template
 - Collect and/or write content
 - Load content to template and distribute electronic newsletter
 - Maintain database and mailing list
 - Maintain eNewsletter editorial calendar

Timeframe: 4-5 days per month
Location: LCBC offices or from home via high speed internet/email access
Skills: - Proficient in Constant Contact
- Excellent writing skills
Supervision: Marketing Director
Number Needed: 1-2

Event Planning & Support

Volunteer Recognition

Job Description: - Help plan event
- Develop and distribute invitations
- Identify need for and coordinate volunteer helpers
- Identify location for event
- Plan food, decorations, entertainment, awards, etc.
- Coordinate set-up and clean-up
Timeframe: 1 event per year. Estimate 4-6 weeks of activity.
Location: LCBC offices or from home via high speed internet/email access
Skills: Organization and event planning
Supervision: AE and ESOL Program Coordinators
Number Needed: 1 to lead

Student Recognition

Job Description: - Help plan event
- Develop and distribute invitations
- Identify need for and coordinate volunteer helpers
- Identify location for event
- Plan food, decorations, entertainment, awards, etc.
- Coordinate set-up and clean-up
Timeframe: 1 event per year. Estimate 4-6 weeks of activity.
Location: LCBC offices or from home via high speed internet/email access
Skills: Organization and event planning
Supervision: AE and ESOL Program Coordinators
Number Needed: 1 to lead

Spelling Bee Fundraiser

- Job Description: - Help plan and execute all event activities
 - Help develop and distribute invitations
 - Help identify and implement other volunteer committees
 - Help identify location for event
 - Help plan food, decorations, entertainment, awards, etc.
 - Help solicit and coordinate donations
 - Help coordinate set-up and clean-up
- Timeframe: 1 event per year in late May. Estimate 4-6 weeks of activity.
- Location: LCBC offices or from home via high speed internet/email access
- Skills: Organization and event planning
- Supervision: Development Director
- Number Needed: 1-6

Author's for Literacy Fundraiser

- Job Description: - Help plan and execute all event activities
 - Help develop and distribute invitations
 - Help identify and implement other volunteer committees
 - Help identify location for event
 - Help plan food, decorations, entertainment, awards, etc.
 - Help solicit and coordinate donations
 - Help coordinate set-up and clean-up
- Timeframe: 1 event per year in late August. Estimate 4-6 weeks of activity.
- Location: LCBC offices or from home via high speed internet/email access
- Skills: Organization and event planning
- Supervision: Development Director
- Number Needed: 1-6

Community Outreach

Speaking and Advocacy Support

- Job Description: - Conduct calling and/or e-mail campaigns to identify agencies, churches, and community locations that would be interested in having a speaker from the Literacy Council
- Schedule speakers or be a speaker
- Represent the Literacy Council and distribute materials at volunteer fairs
- Timeframe: - Calling campaign: 8 hours once a quarter
- Speaking or manning booth: 1-2 hours per month
- Location: Community location
- Skills: - Excellent telephone manner
- Speaking and presentation skills
- Enthusiasm and commitment
- Supervision: Marketing Director
- Number Needed: 1-5

Student Life Skills Coach and Mentor

- Job Description: Be matched with a student who seeks real life, real time coaching on everyday activities such as:
- grocery shopping
- riding the bus
- making a doctor's appointment
- going to the bank
- filling out a job application
- attending a parent-teacher conference
- Timeframe: Flexible as needed. Assume 2-4 hours per month.
- Location: LCBC offices or agreed location
- Skills: Excellent interpersonal skills and communication
- Supervision: AE or ESOL Program Coordinator
- Number Needed: Flexible depending on student interest and need

Special Projects

Community Outreach Project Coordinator

- Job Description:**
- Research opportunities and define tactics for improving volunteer recruitment. Identify target locations, audience, messages, timeframes, and contacts/decision-makers.
 - Research opportunities and define tactics for improving student recruitment for AE and ESOL programs. Identify target locations, audience, messages, timeframes, and contacts/decision-makers.
 - Launch outreach program to target locations and contacts. May include telephone calls, personal visits, and presentations.
- Timeframe:** Begin project: January 2010. Assume 1-2 days per week.
- Location:** LCBC offices or from home via high speed internet/email access
- Skills:**
- Advocacy and community organization
 - Excellent oral and written communication
 - Research, analysis, planning, and project management
- Supervision:** Marketing Director
- Number Needed:** 1-3

Literacy Research Project Coordinator

- Job Description:** Define requirements and conduct research to determine extent of illiteracy in Buncombe County and impact on life issues (e.g. , employment, health, housing, and family). Identify availability and accessibility of area resources to address adult illiteracy. Evaluate opportunities for agencies and community organizations to network across multiple services to build awareness and reach those in need.
- Timeframe:** Begin project: January 2010. Assume 1-2 days per week.
- Location:** LCBC offices or from home via high speed internet/email access
- Skills:**
- Advocacy and community organization
 - Excellent oral and written communication
 - Research, analysis, planning, and project management
- Supervision:** Marketing Director
- Number Needed:** 1-3

Digital Media / Social Networks Development Project

Job Description: Investigate and advise on market need and development requirements to implement social networks such as Facebook, Twitter, You-Tube

Timeframe: 1 month

Location: LCBC offices or from home via high speed internet/email access

Skills: Experience with digital media and social networking

Supervision: Marketing Director

Number Needed: 1

Tutor Skills Development Coach and Mentor

Job Description: - Develop tutor evaluation plan.
- Observe tutoring sessions and provide feedback.
- Be available to answer tutor questions and offer support as coach and mentor

Timeframe: Flexible

Location: LCBC offices or other tutoring locations

Skills: Teaching experience, especially with non-readers, learning disabilities, and international students

Supervision: AE or ESOL Program Coordinator

Number Needed: 1-5