

Volunteer Committee Member Description

Overview: As a member of the volunteer committee you work with 826NYC staff to ensure we have a robust, energized, and amazing community of volunteers. From organizing appreciation events, supporting ongoing training efforts, and even assisting with our recruitment efforts, the volunteer committee plays a vital role in the 826NYC universe. The 826NYC VolCOMM are ambassadors for our volunteer community and for 826NYC.

Commitment: Attend at least 4/6 bi-monthly meetings per year and participate in sub-committee activities (approx 2-4 hours per month)

Term: 1 year

General Duties and Responsibilities:

- Attend and participate in bi-monthly meetings
- Maintain “active” status as an 826NYC volunteer (volunteering for at least one program every semester)
- Be responsible for at least one project between meetings in conjunction with your sub-committee goals
- Attend at least one volunteer orientation per semester
- Actively post on volunteer Facebook group about upcoming volunteer events, opportunities available to volunteers.
- Outreach to fellow volunteers in your program (e.g. store volunteers, Williamsburg tutors, field trips volunteers), to encourage participating in volunteer events.
- Act as a contact for new volunteers, both in person and online, to check in with how they’re doing and offer tips and best practices.

Sub-Committee Duties

- Volunteer Retention + Support
 - Outreach and planning for organization-wide volunteer trainings
 - Develop and launch Volunteer Mentorship Program
- Volunteer and Volunteer Committee Member Recruitment
 - Attend and recruit other volunteers for regular tabling events organized by 826 staff
 - Research potential volunteer fairs and other events and set up schedule for volunteer attendance
 - Support application + onboarding process from new Volunteer Committee members
- Volunteer Appreciation
 - Organize large volunteer appreciation events 1-2 times per semester in alignment with the 826NYC brand and needs
 - Oversee smaller scale, program-based appreciation parties/happy hours