



Volunteer Job Description

Administrative Assistant
Art Designer
Art Gallery Design Team
Art Gallery Director
Artist or Musician on Call
Art Mentor
Child Care Champion
Devotional and Inspirational Leader
Event Coordinating Team Member
Event Coordinator
Handyman/Maintenance Man (or woman)
Helping Hands Volunteer
Jewelry Designer (aka Designing Women)
Jewelry Procurement
Lesson Assembly and Preparation
Musician
Organizer Extraordinaire
PET Program Coordinator
Prayer Provider
Seamstress
Special Event Speaker
Volunteer Coordinator
Web Marketing Specialist
Web Master



Volunteer Job Description

Administrative Assistant

Description

- Manage office duties –supplies, phone calls and messages, U.S. mail, general email, photocopying .
- Become familiar with the overall activities, programs, mission and vision of Gifted Hands.
- Coordinate multiple monthly events, special events, board meetings, organizational meetings, parties and gift giving.
- Procure supplies and in-kind donations and manage relationships with in-kind donors.
- Send thank you letters and correspondences with donors.
- Enter data and maintain accuracy of donor database, volunteer database, partner database.
- Assist with the development of Gifted Hands marketing, PR, and product materials (print & online).
- Organize monthly volunteer orientations including managing the attendee list, sending reminders to attendees, following up with guest speakers, and preparation of handouts.
- Cultivate positive relationships with Gifted Hands clients, donors, friends, partners, and volunteers.
- Coordinate speaking engagements for Gifted Hands director.
- Work with web master to provide updates to website.

Objective

- Provide general administrative support for the organization.
- Support the activities of the Gifted Hands director, program leads and volunteer coordinator.

Requirements for Service

- Attend volunteer orientation and all relevant training.
- Read and agree to volunteer policies and procedures.
- Appreciation for art and its therapeutic benefits.
- Comfortable meeting a variety of people from diverse backgrounds, some living with intense challenges.
- Effective and reliable team member.
- Computer savvy – word processing, simple accounting, database, spreadsheets, email, Internet, and social networking skills.
- Good listener with excellent communication skills.
- Self-starter – you see what needs to be done and you do it.
- Ability to prioritize projects, set goals and be accountable for completing each assigned task.

Schedule

- 10 to 15 hours a week based on your schedule

Programs

- Supports all Gifted Hands programs



Volunteer Job Description

Art Designer

(includes creating kit for replication)

Description

- Create and construct art, craft or design prototype to be taught at future classes.
- Build kit for each prototype including writing design instructions, pulling and organizing materials from current art donation inventory for classes of approximately 20 students.

Note: If interested, you can teach classes featuring your designs.

Objective

- Utilize art donations to create designs for future art classes.

Requirements for Service

- Attend volunteer orientation and all relevant training.
- Read and agree to volunteer policies and procedures.
- Work well independently.
- Experienced with art design.
- Comfortable utilizing mixed media when designing.
- Good communication skills.
 - Ability to write concise instructions.
 - Capable of discussing design elements with project lead for replication in upcoming class.

Schedule

- Mondays -- 1:00pm to 5:00pm
- Contact Gifted Hands director to arrange alternate day/time
- Flexible -- Work at Home (some designs can be done from your home but *must* be returned within two weeks from taking the materials from the Lamb's Gallery)

Programs Where Designs will be Taught

- Covenant House
- Rivington House



Volunteer Job Description

Art Gallery Design Team

Description

- Envision, design, curate art shows (3 to 4 annually) at the Lamb's Gallery to benefit Gifted Hands.
- Help in the development and implement a dynamic marketing and outreach plan to attract new people to attend the show and become familiar with the mission and vision of Gifted Hands.
- Assist with the recruitment of artists and designers to contribute to and create the show.
- Collect artworks to display at the show from Gifted Hands and non-Gifted Hands artists.
- Volunteer at the annual art show.

Objectives

- Support, reveal, and expand the Gifted Hands mission and vision through the annual art show.

Requirements for Service

All team members:

- Attend volunteer orientation and all relevant training.
- Read and agree to volunteer policies and procedures.
- Proven ability to work well on a team.
- Appreciation for art and recognize its therapeutic benefits.

Individual Requirements:

- Experienced as an art curator.
- Experienced with art design.
- Experienced marketing an art event.
- Experienced fund-raising and selling event sponsorships.
- Computer savvy.
- Effective communication skills.
- Capacity to see the big picture of an annual event and implement the plan.
- Ability to delegate various tasks effectively through the implementation process.

Scheduling

- Shows will occur quarterly during the calendar year over a selected weekend.
- Schedule dependent on the team and the ability to delegate tasks to various volunteers with specific skills.

Programs

- Supports all Gifted Hands programs



Volunteer Job Description

Art Gallery Director

(could be one person or up to four people each assigned to one show)

Description

- Guide the art gallery design team to envision, design, curate art shows (3 to 4 annually) at the Lamb's Gallery to benefit Gifted Hands.
- Develop a dynamic marketing and outreach plan to attract new people to attend the show and become familiar with the mission and vision of Gifted Hands and ultimately supporters.
- Develop a fund-raising and sponsorship plan and goal to support the mission and vision of Gifted Hands.
- Direct team members to "make the asks" to private and corporate donors.
- Recruit artists and designers to contribute to and create the show.
- Collect artworks to display at the show from Gifted Hands and non-Gifted Hands artists.
- Host annual art show.

Objectives

- Support, reveal, and expand the Gifted Hands mission and vision through quarterly art shows.

Requirements for Service

All team members:

- Attend volunteer orientation and all relevant training.
- Read and agree to volunteer policies and procedures.
- Proven ability to work well on a team.
- Appreciation for art and recognize its therapeutic benefits.

Individual Requirements:

- Experienced as an art curator.
- Experienced with art design.
- Experienced marketing and managing an art event.
- Experienced fund-raising and selling event sponsorships.
- Computer savvy.
- Excellent communication skills.
- Capacity to see the big picture of an annual event along with outlining the specific details for implementation.
- Ability to delegate various tasks effectively through the implementation process.

Scheduling

- Shows will occur quarterly during the calendar year over a selected weekend.
- Schedule dependent on the team and the ability to delegate tasks to various volunteers with specific skills.

Programs

- Supports all Gifted Hands programs



Volunteer Job Description

Artist or Musician on Call

(Individual or Group)

Description

- Visit rooms of bedridden or terminally ill clients.
- Provide companionship and outreach to clients while inspiring them to create art and/or be soothed by music.

Artists

- Share projects using easily portable materials (such as jewelry creation, picture frame decorating, and knitting).

Musicians

- Play suitable background music with your choice of an easily portable instrument (such as a guitar, flute, etc.).

Objectives

- Soothe, inspire, and provide therapeutic benefits to clients.
- Cultivate fellowship and relationships (even if for only one visit) with clients and volunteer team.

Requirements for Service

- Attend volunteer orientation and all relevant training.
- Read and agree to volunteer policies and procedures.
- Provide your own instrument and ability to transport it.
- Comfortable meeting a variety of people from diverse backgrounds, some living with intense challenges.

Schedule

- Perform one to two times per month (or potentially more).
- Confer with program lead for specific scheduling.

Programs

- Covenant House HIV/AIDS Center
- Crown Residence
- Rivington House
- Woodstock Senior Program
- Saturday Special Events



Volunteer Job Description

Art Mentor

Description

- Teach art appreciation and/or design.
- Share a lesson (10 lessons prepared and ready to teach – lessons located at the Lamb's Gallery).
- Set up lesson on site with volunteer assistance.
- Lead volunteers partnering with clients.
- Review quiz results.
- Facilitate conversation relating to the lesson.

Objective

- Inspire creativity by introducing art history and appreciation to novice artists.

Requirements for Service

- Attend volunteer orientation and all relevant training.
- Read and agree to volunteer policies and procedures.
- Comfortable meeting a variety of people from diverse backgrounds, some living with intense challenges.
- Effective team leader.
- Ability to learn new lessons easily.
- Enthusiastic about sharing artistic knowledge.
- Confidence guiding volunteers.
- Organized in setting up and cleaning up lessons.

Schedule

- Mondays, 2nd and 4th of the month -- 7:00pm to 8:30pm

Programs

- Rivington House



Volunteer Job Description

Child Care Champion

Description

- Assist in care-giving to children while their parent (a Gifted Hands client) is involved in a Gifted Hands class session.

Objectives

- Provide tender, loving, companionship to children from diverse backgrounds and beginnings.

Requirements for Service

- Must be 18 years or older.
- Complete, sign and follow the child protection policy.
- Attend volunteer orientation and all relevant training.
- Read and agree to volunteer policies and procedures.
- Respectful and thoughtful.
- Good listener.
- Friendly and sincere.
- Reverence for children of all ages.

Schedule

- Wednesdays, 2nd and 4th of the month -- 6:30pm to 8:30pm (Covenant House)
- Thursdays -- 4:00pm (Clinton PET Program)
- Saturdays (Special Events)
- Contact Gifted Hands director to check schedule for additional days/times

Programs

- Clinton PET Program
- Covenant House
- Special Events



Volunteer Job Description

Devotional and Inspirational Leader

Description

- Lead a 5-10 minute bible study, discussion, and devotional based on a theme that relates to the art project.
- Read a meditation and share a message that relates to the art project.
- Lead the closing prayer.
- Take and fulfill prayer requests.

Objectives

- Provide spiritual guidance, fellowship and teachings to Gifted Hands clients and volunteers.

Requirements for Service

- Attend volunteer orientation and all relevant training.
- Read and agree to volunteer policies and procedures.
- Christian background and understanding.
- Outgoing and comfortable sharing in front of a group.
- Respectful and thoughtful.
- Good listener.
- Good communication skills.
- Comfortable meeting a variety of people from diverse backgrounds, some living with intense challenges.

Schedule

- Mondays, 2nd and 4th of the month -- 7:00pm to 8:30pm (Rivington House)
- Tuesdays -- 6:30pm to 8:30pm (Crown Community Church)
- Wednesdays -- 5:30pm to 7:00pm (Crown Community Church)
- Wednesdays, 2nd and 4th of the month -- 6:30pm to 8:30pm (Covenant House)

Programs

- Covenant House
- Crown Community Church and Music Program
- Rivington House



Volunteer Job Description

Event Coordinating Team Member

Description

- Coordinate elements of events that support the mission and vision of Gifted Hands.

Objectives

- Produce meaningful and enjoyable events to raise awareness and funds for Gifted Hands programs.

Requirements for Service

All team members:

- Attend volunteer orientation and all relevant training.
- Read and agree to volunteer policies and procedures.
- Capacity to determine if you are an event strategist/idea person (ability to see the big picture), or an implementation specialist (able to manage the details that create a successful event).
- Proven ability to work well on a team.
- Good communication skills.

Individual Requirements:

- Ability to set goals and accountable for completing each assigned task.
- Effective delegating tasks and assignments to small volunteer groups and individual volunteers.
- Experienced fund-raising and selling event sponsorships.
- Computer savvy.

Scheduling

- TBD based on yearly event schedule
- Schedule dependent on the team and the ability to delegate tasks to various volunteers with specific skills

Programs

- Supports all Gifted Hands programs



Volunteer Job Description

Event Coordinator

Description

- Direct the development of events that support the mission and vision of Gifted Hands.

Objectives

- Produce meaningful and enjoyable events to raise awareness and funds for Gifted Hands programs.

Requirements for Service

- Attend volunteer orientation and all relevant training.
- Read and agree to volunteer policies and procedures.
- Ability to assign event team members to tasks that couple with their strengths -- determine if a team member is an event strategist/idea person (ability to see the big picture) or an implementation specialist (able to manage the details that create a successful event).
- Experience with project management – ability to manage a budget; schedule; vendors; volunteers.
- Proven ability to successfully lead a team.
- Good communication skills.
- Computer savvy.
- Experienced fund-raising and selling event sponsorships.
- Ability to set goals and accountable for completing each assigned task.
- Effective delegating tasks and assignments to small volunteer groups and individual volunteers.

Scheduling

- TBD based on yearly event schedule
- Schedule dependent on the team and the ability to delegate tasks to various volunteers with specific skills

Programs

- Supports all Gifted Hands programs



Volunteer Job Description

Handyman/Maintenance Man (or woman)

Description

- Ability to work with minimal supervision performing general handyman tasks at the Lambs Gallery.
- Experienced with maintenance -- interior painting, troubleshooting and repair of gallery facility. Some cleaning involved when preparing for an art show and general upkeep of the space.
- Physically able to move and lift heavy items as well as hang art exhibits.
- Prompt and thorough in completing assigned tasks.
- Dependable and cooperative.

Objective

- Provide a well-maintained, safe environment for Gifted Hands' clients and volunteers to create, produce, and inspire healing through art therapy.

Requirements for Service

- Attend volunteer orientation and all relevant training.
- Read and agree to volunteer policies and procedures.
- Work well independently or as a team contributor.
- Self-starter – sees what needs to be done and does it!
- Ability to prioritize projects, set goals and be accountable for completing each assigned task.

Schedule

- 5 to 10 hours a week based on your schedule

Programs

- Supports all Gifted Hands programs



Volunteer Job Description

Helping Hands Volunteer

(excellent opportunity for one time, drop in, beginning small group and/or individual volunteers)

Description

- Willingness to lend a hand, such as setting up and cleaning up lessons, pacifying a baby, playing with a child, sorting in-kind donations -- whatever job touches your spirit.

Objectives

- Nurture the hearts and souls of clients and volunteers.

Requirements for Service

- Attend volunteer orientation and all relevant training.
- Read and agree to volunteer policies and procedures.
- Work well independently or as a team contributor.
- Respectful and thoughtful.
- Good listener.
- Comfortable meeting a variety of people from diverse backgrounds, some living with intense challenges.

Schedule

- *Any time when a class/program occurs*
- Mondays, 2nd and 4th of the month -- 7:00pm to 8:30pm (Rivington House)
- Wednesdays, 2nd and 4th of the month – 6:30pm to 8:30 pm (Covenant House)
- Wednesdays – 5:30pm to 7:00pm (Crown Community Church)
- Wednesdays – 4:30pm to 6:30pm (Stratford House, Bronx)
- Thursdays – 3:00pm to 5:00pm (Clinton PET Program)
- Saturdays – 1:00pm to 2:30pm (Woodstock Senior Center)

Programs

- Clinton PET Program
- Crown Community Church and Music Program
- Rivington House
- Woodstock Senior Crafts Program



Volunteer Job Description

Jewelry Designer (aka Designing Women *or* Men)

(includes creating kit for replication)

Description

- Create and construct jewelry design prototype to be taught at future classes.
- Build kit for each prototype including writing design instructions, pulling and organizing materials from current art donation inventory for classes of approximately 20 students.

Note: If interested, you can teach classes featuring your designs.

Objective

- Utilize art donations to create designs for future art classes.

Requirements for Service

- Attend volunteer orientation and all relevant training.
- Read and agree to volunteer policies and procedures.
- Work well independently.
- Delight in teaming with other designers to explore and bring to life new designs.
- Productive working on or off site.
- Experienced with jewelry design.
- Comfortable utilizing mixed media when designing.
- Good communication skills.
 - Ability to write concise instructions.
 - Capable of discussing design elements with project lead for replication in upcoming class.

Schedule

- Mondays -- 1:00pm to 5:00pm
- Contact Gifted Hands director to arrange alternate days/times

Programs Where Designs will be Taught

- Covenant House
- Rivington House
- Special Events



Volunteer Job Description

Jewelry Procurement

Description

- Connect with vendors in the New York City jewelry district and jewelry store owners/managers to acquire jewelry and inspire monetary donations.
- Develop partnerships with jewelry businesses and manage connections by sending thank you letters, providing details on Gifted Hands' progress, and checking in periodically.
- Pick up donations.

Objective

- Partner with jewelry merchants to support the mission and vision of Gifted Hands.

Requirements for Service

- Attend volunteer orientation and all relevant training.
- Read and agree to volunteer policies and procedures.
- Effective communication skills.
- Ability to set goals and accountable for completing each assigned task.
- Comfortable with "the ask."
- Computer savvy.
- Knowledgeable regarding the Gifted Hands mission and vision.
- Friendly, outgoing, and sincere.

Schedule

- Make your own schedule!

Programs

- Clinton Programs
- Covenant House
- Rivington House
- Special Events



Volunteer Job Description

Lesson Assembly and Preparation

(excellent opportunity for one time group and/or individual volunteers)

Description

- Build class kits based on art and jewelry design prototypes.

Objective

- Prepare lesson kits for distribution to various class sites.

Requirements for Service

- Attend volunteer orientation and all relevant training.
- Read and agree to volunteer policies and procedures.
- Work well independently or as a team contributor.
- Methodical thinking and organizational skills.
- Good communication skills.
 - Convey organization and availability of lesson kits to transporters and/or art mentors.
- Reliability to carry a project through to completion.

Schedule

- Mondays -- 1:00pm to 5:00pm at the Lamb's Gallery
- Flexible -- Work at Home (some lesson kits can be prepped from your home but *must* be returned within two weeks from taking the materials from the Lamb's Gallery)

Programs Where Designs will be Taught

- Clinton PET Program
- Covenant House
- Rivington House
- Stratford Teen Program



Volunteer Job Description

Musician

(Individual or Group)

Description

- Play suitable background music with your choice of instrument (piano and/or keyboard available for use at some locations).
- Provide companionship and outreach to clients.

Objectives

- Soothe, inspire, and provide therapeutic benefits to clients.
- Cultivate fellowship and relationships (even if for only one visit) with clients and volunteer team.

Requirements for Service

- Attend volunteer orientation and all relevant training.
- Read and agree to volunteer policies and procedures.
- Provide your own instrument and ability to transport it (except if performing at locations that have a piano or keyboard).
- Comfortable meeting a variety of people from diverse backgrounds, some living with intense challenges.

Schedule

- Perform one to two times per month (or potentially more).
- Consult with program lead for specific scheduling

Programs

- Covenant House HIV/AIDS Center
- Crown Residence
- Rivington House
- Woodstock Senior Program
- Saturday Special Events



Volunteer Job Description

PET Program Coordinator (Potential Empowerment Train)

Description

- Team with Gifted Hands director and Clinton Family Inn director to lead, manage, and mentor women enrolled in a 12-week jewelry design and business development program.
- Organize the design and preparation of each class session.
- Coordinate PET program orientation.
- Schedule teachers for each class session (each teacher leads four class sessions).
- Assist with the display of the various jewelry designs students will learn.
- Communicate details of the program to students including what is expected of them, job readiness, designs and information about internships, homework, social networking tools, etc.
- Coordinate field trips, and the “each one teach one” program component.

Objective

- Support the artistic creativity and skills, financial independence, personal confidence and future success of women compelled to change their life circumstances.

Requirements for Service

- Attend volunteer orientation and all relevant training.
- Read and agree to volunteer policies and procedures.
- Comfortable meeting a variety of people from diverse backgrounds, some living with intense challenges.
- Appreciation for art and its therapeutic benefits.
- Computer savvy.
- Reliable.
- Good listener.
- Ability to prioritize projects, set goals and accountable for completing each assigned task.
- Optimistic attitude.
- Effective team member.
- Confidence guiding volunteers.

Schedule

- 10 hours a week based on your schedule and the availability of program leads
- Thursdays, 3:00pm to 5:00pm (class time)
- Four programs per year

Programs

- Clinton PET Program



Volunteer Job Description

Organizer Extraordinaire

Description

- Promote efficiency by organizing all Gifted Hands inventory from beads to bangles to artwork and in-kind donations.
- Utilize the new shelving units in the Lamb's Gallery to conceptualize and implement a system and structure to easily receive, release, and restock jewelry and art pieces/parts, finished jewelry and art, as well as in-kind donations.
- Train and guide individual and group volunteers to help keep inventory organized and accessible when needed.

Objective

- Be the conduit to create efficiency for Gifted Hands through the development and implementation of a simple system that keeps Gifted Hands inventory easily accessible and returnable for the various volunteer teams and the functions they support.

Requirements for Service

- Attend volunteer orientation and all relevant training.
- Read and agree to volunteer policies and procedures.
- Comfortable meeting a variety of people from diverse backgrounds, some living with intense challenges.
- Enjoy the satisfaction of setting up a system and structure to keep an organization organized, thus improving production and service.
- Detail-oriented.
- Reliable and trustworthy.
- Excellent communication skills.
- Ability to prioritize projects, set goals and accountable for completing each assigned task.
- Optimistic attitude.
- Effective team member.
- Confidence guiding volunteers.

Schedule

- Mondays – 1:00pm to 5:00pm
- 5 to 10 hours a month (Contact Gifted Hands director to arrange alternate days/times)

Programs

- Supports all Gifted Hands programs



Volunteer Job Description

Prayer Provider

Description

- Connect with Gifted Hands clients on a spiritual level through prayer.
- Take and fulfill prayer requests.
- Connect and follow up with Gifted Hands clients.

Objectives

- Provide spiritual support and understanding to Gifted Hands clients and volunteers.

Requirements for Service

- Attend volunteer orientation and all relevant training.
- Read and agree to volunteer policies and procedures.
- Christian background and understanding.
- Respectful and thoughtful.
- Empathetic and sincere.
- Good listener.
- Good communication skills.
- Available by telephone.
- Comfortable meeting and praying with a variety of people from diverse backgrounds, some living with intense challenges.

Schedule

- Mondays, 2nd and 4th of the month -- 7:00pm to 8:30pm (Rivington House)
- Wednesdays -- 5:30pm to 7:00pm (Crown Community Church)
- Wednesdays, 2nd and 4th of the month -- 6:30pm to 8:30pm (Covenant House)
- Saturdays, 2nd of the month – 2:00pm to 5:00pm (Morning Star New York)

Programs

- Covenant House
- Crown Community Church and Music Program
- Rivington House
- Special Events (hosted by Morning Star New York)



Volunteer Job Description

Seamstress

(work with Designing Women team)

Description

- Cut patterns based on designers' prototypes and vision.
- Sew patterns based on designers' prototypes and vision.

Objective

- Assist with the art designs by providing necessary sewn pieces.

Requirements for Service

- Attend volunteer orientation and all relevant training.
- Read and agree to volunteer policies and procedures.
- Productive working on or off site.
- Knowledge and aptitude with the technique of sewing.
- No machine necessary (machines available).

Schedule

- Mondays -- 1:00pm to 5:00pm
- Contact Gifted Hands director to arrange alternate days/times
- Flexible -- Work at Home (some sewing can be done from your home if you have a machine but *must* be returned within two weeks from taking the materials from the Lamb's Gallery)

Programs Where Designs will be Taught

- Clinton Programs
- Covenant House
- Rivington House
- Special Events



Volunteer Job Description

Special Event Speaker

Description

- Articulate and present topical message within a 25 to 30 minute time slot.
- Inspire and motivate a variety of people from diverse backgrounds through your speaking abilities.

Objectives

- Provide spiritual inspiration to attendees of Gifted Hands special events.

Requirements for Service

- Attend volunteer orientation and all relevant training.
- Read and agree to volunteer policies and procedures.
- Christian background and understanding.
- Outgoing and comfortable sharing in front of a group.
- Ability to build presentation from suggested topic list.
- Excellent verbal communication skills.
- Outgoing and sincere.
- Effective closing event.
- Comfortable meeting and praying with a variety of people from diverse backgrounds, some living with intense challenges.

Schedule

- Saturday -- One to two times a year

Programs

- Special Events



Volunteer Job Description

Volunteer Coordinator

Description

- Manage and develop the volunteer program for Gifted Hands including managing the volunteer team (recruiting, orienting, selecting, assigning, training, and appreciating volunteers).

Objectives

- Provide consistency and organization to the Gifted Hands volunteer program.
- Continue partnerships with organizations that provide individual and team volunteers (such as Hope for New York; Morning Star New York).

Requirements for Service

- Attend volunteer orientation and all relevant training.
- Read and agree to volunteer policies and procedures.
- Proven ability to successfully lead a team and effectively delegate responsibilities.
- Work cooperatively and with enthusiasm to support collaboration, inspire volunteer involvement and reduce attrition.
- Effective oral and written communication skills.
- Computer savvy – word processing, simple accounting, database, spreadsheets, email, Internet, and social networking skills.
- Ability to set goals and be accountable for completing each assigned task.
- Effective delegating tasks and assignments to volunteer groups and individual volunteers.
- Orient volunteers to increase their understanding of Gifted Hands, its clients, its services, and the role and responsibilities of volunteers.
- Implement an interview process for potential volunteers to ensure the best match between the skills, qualifications, and interests of the volunteers and the needs of Gifted Hands.
- Set up job training for volunteers with appropriate program leads and follow-up with volunteers to guarantee they are comfortable with their assignments.
- Organize volunteer recognition and appreciation activities.
- Revise and maintain the volunteer handbook including volunteer job descriptions.
- Ability to prioritize shifting work priorities.
- Ability to work flexible hours.

Scheduling

- 15 to 20 hours per week based on your schedule and flexibility to consult with staff and volunteers

Programs

- Supports all Gifted Hands programs



Volunteer Job Description

Web Marketing Specialist

Description

- Direct the development of websites that showcase Gifted Hands jewelry designs for sale to support the organization's mission and vision.

Objectives

- Generate the visibility of Gifted Hands jewelry utilizing online marketplaces (such as Etsy) and social networking sites (such as Facebook and Twitter).

Requirements for Service

- Attend volunteer orientation and all relevant training.
- Read and agree to volunteer policies and procedures.
- Appreciation for art and its therapeutic benefits.
- Partner with photographers and jewelry designers to display products created by Gifted Hands clients and volunteers.
- Collaborate with web designer to link Gifted Hands website to various sites marketing Gifted Hands products.
- Experience with project management – ability to manage a schedule; vendors; volunteers.
- Proven ability to successfully lead a team.
- Excellent communication skills.
- Computer savvy.
- Experienced with effective online design and staging.
- Ability to set goals and accountable for completing each assigned task on schedule.

Scheduling

- 5 to 10 hours a week based on your schedule and availability

Programs

- Supports all Gifted Hands programs



Volunteer Job Description

Web Master

Description

- Manage and maintain the Gifted Hands website.

Objectives

- Provide an effective website as a communication tool for Gifted Hands clients, donors, friends, partners, staff, volunteers, and those interested in the organization's mission and vision.

Requirements for Service

- Attend volunteer orientation and all relevant training.
- Read and agree to volunteer policies and procedures.
- Excellent communication skills.
- Experienced with web design.
- Experienced developing and maintaining websites.
- Attentive to details.
- Reliable.
- Methodical.
- Effective working on a team and as an individual contributor.
- Ability to set goals and be accountable for completing each assigned task on schedule.

Scheduling

- 5 to 10 hours a week based on your schedule and availability

Programs

- Supports all Gifted Hands programs