

From: A Family for Every Child [info@afamilyforeverychild.org]
Sent: Thursday, December 15, 2011 5:12 PM
To: info@afamilyforeverychild.org
Subject: A Family For Every Child's Monthly Volunteer Needs



VOLUNTEER

October 2011

Check out our new **VOLUNTEER NOW!** page at www.afamilyforeverychild.org where you can research Volunteer positions and more!

With the help of our hundreds of wonderful Volunteers we are making a difference in the lives of countless children in the Foster Care system.

Volunteering is the ultimate exercise in democracy. You vote in elections once a year, but when you volunteer, you vote every day about the kind of community you want to live in.
-Author Unknown

***With every hand that is extended and reaching out
WE ARE making an impact - day by day - one child at a time.***

Tips for Getting Started Volunteering

First, ask yourself if there is something specific you want to do.

For example, *do I want...*

- ...to make it better around where I live*
- ...to meet people who are different from me*
- ...to try something new*
- ...to do something with my spare time*
- ...to see a different way of life and new places*
- ...to have a go at the type of work I might want to do as a full-time job*
- ...to do more with my interests and hobbies*
- ...to do something I'm good at*

The best way to volunteer is to match your personality and interests. Having answers to these questions will help you narrow down your search.

Source: World Volunteer Web

-New 2011-2012 Volunteer and Intern Positions-

The following is a list of our updated intern roles. These roles and are also open to those who would simply like to volunteer.

Instructions on How to Volunteer:

- Decide what interests you and choose a job from the list below. There are also more positions on our website to check out.***
- Fill out the Volunteer Application on www.afamilyforeverychild.org and tells us***

what position you are applying for on the application including your skills and interests. If you are not sure of which job is for you we will be happy to help match you.

General Administration and Events Positions

Database Specialist: Learn and gain experience with Salesforce.com and online database system

Development/Funding/Grant Writing/RFP: Work with executive director to identify funding opportunities around grants, RFP's, Family Foundations, Business/Organization, and other development opportunities

Online Event: Plan an online event. This could be a Dance-a-thon using Youtube, an online auction, Family Photo contest, or other creative ideas. Online event should have goals to raise funds for AFFEC and draws people to our website, and social media, while creating new partnerships and awareness.

Events – Dining Fundraiser: Coordinating a period of weekly restaurant deals that give a percentage to AFFEC when our supporters eat there (preferably in the winter months). This could include places like Papa's Pizza, Mucho Gusto, Dickie Joes', Sweet Cheeks, and more.

Winter Wonderland Planer: Be responsible for planning and carrying out the Winter Wonderland Event for 2012. Use the last 2 years of experienced volunteers and tools to plan for 2012's event. Set goals for funding and attendee's for 2012. Create new ideas to bring to the event.

Plan New Annual Fundraising Event: Plan a new event that can be done annually. Perhaps a Mother's Day event, or a Boy's event. Goal should be to raise \$10,000 or more, to raise awareness, gain media attention and draw people to our web site and social media, as well as engage them in our organization.

Kids Matching Event: Work with the Executive Director to plan a combination, or form of, event for matching children needing placements with families, and/or an event for them to interact with their siblings in combination with matching opportunities.

Princess Event Planer: Be responsible for planning and carrying out the Princess Event for 2012. Use the last 3 years of experienced volunteers and tools to plan for the 2012 event.

Heart Gallery

Heart Gallery Local Coordinator: We are looking for a volunteer Heart Gallery Coordinator to work from our Eugene/Springfield office. The Heart Gallery is a portrait exhibit displayed to raise awareness of the needs of foster children who are waiting and hoping for their own adoptive family to love and protect them. Professional photographers volunteer to take compelling portraits and these beautifully framed and matted portraits get displayed along with the children's biographies in various venues that will touch your heart. We are looking for a volunteer Heart Gallery Coordinator to work with our Heart Gallery Director.

Data Entry: Emailing and corresponding with venues and venue volunteers to make sure all venues stay maintained.

Heart Gallery Faith Based Host: Our Heart Gallery photos are on display each month at a different local church. Sunday morning greeters are needed to attend the display where the display is showing. Duties include; directing viewers to the Heart Gallery literature, making sure the exhibit is in good order, and noting any questions to be passed on to AFFEC employees, etc.

Business Advocate for Washington and Oregon: We have started a Business Advocate effort where we are offering businesses the opportunity to high light a child in their place of business, on an easel, or as a window display to do some specific recruitment for the harder to place children. This intern would reach out to businesses all over the state, seeking sponsored venues, getting them started and linking our web sites.

Photo/Videographer Coordinator: Our Heart Gallery needs someone who can come in approximately 5 hours a week and help coordinate our venue photo packets, connect with and process Photographers from all over the state as well as nationwide. Someone who can do outreach and connect with photographers, scheduling photo sessions, following up and processing images once completed.

Monthly Venue Volunteer: Would you enjoy driving around town and spend just a few hours a month going to our venues and swapping out photographs of children? You may have seen these around the area (if you reside in Oregon). We display photos of available and waiting children with bio information in restaurants, doctors and dentist offices, airports, grocery stores and the like. All photos and needs are supplied by our organization and basically consist of picking up your new photos, going to the venue and updating the displays.

Faith Based Heart Gallery Coordinator: Scheduling and maintaining faith based venues. This would include sending

letters/email to prospective faith based sites, maintaining brochure inventory, following up with sites after and exhibit with thank you letters and rescheduling for the next year etc.

Heart Gallery Expansion Coordinator: Reaching out statewide to photographers and videographers to take photos of children that are looking for forever families.

Mentor Program

Data Support/Research Coordinator: Researching different support programs that will help our mentors. This could include support materials, fundraisers and other mentor programs.

Life Skills Coordinator: The Life Skills Coordinator will be responsible for coordinating the life skills program for out mentor youth. This includes reaching out into the community to find people that can teach different life skills to the youth and keeping both the youth and foster parents up to date on where, when, and what classes will be offered each month.

Mentors: The mission of the Heart Gallery Mentor Program is to bring enthusiastic, dedicated, caring adult members of our community and unite them with youth in foster care. To provide someone who can be a friend, who will encourage and support them through the various transitions in their life. To help instill independence, confidence and everyday life skills they will need. Mentors must commit to one year with their mentee and 10 hours per month. Mentors must be at least 21 years old and must pass a background check. Male mentors are always in high demand!

Spanish Speaking Mentor: To be a mentor to a bilingual child

Special Activity Coordinator: Helping mentors/mentees with special projects and community service projects, including coordinating and setting up sites and materials for the projects that mentors/mentees can do together.

Mentor/Foster/Adopt Program Coordinator: This position would include helping us expand this program and all the materials, web presents, forms, and outreach needed.

Adoption Agency

Family Support Resource Coordinator: To find resources that are readily available for families who are parenting special needs children. Research available resources for each county in Oregon and create a manual with the available resources divided into counties. Also create a list of online trainings/webinars available to families.

Adoption Policy Researcher: We need someone who is comfortable doing research, and research adoption policies of different states. Also who understands the verbiage of contracts within government agencies. This person would be responsible for researching adoption policies of states that we can partner with for adoptions and create a manual with a breakdown of the policies, and contacts for adoption services.

Adoption Agency Support Coordinator: Compile the adoption and foster support topics and speakers for ongoing bi-monthly family support meetings. To understand the topics (areas of support needed) that families struggle with in parenting a child from foster care. To find the available resources needed for families, and create a yearly calendar with the intent to schedule speakers for each family meeting.

Adoption Agency Newsletter Writer: Someone who can create newsletters with articles that pertain to adoption and create a reoccurring e-newsletter to be sent out.

Research Sibling Specialty Agency: We are looking for ways to become a sibling specialty agency, partnering with other agencies and creating cost comparisons for adoption of single child vs. sibling group.

Family Scholarship Program Coordinator: This person would research available scholarships and grants available to families, to finance adoption. Search for ways to make adoption more affordable. Break down the process for what is required and create a process manual with steps required for each scholarship/grant.

Agency Marketing: Market the agency in a way that engages more families to connect with our agency to start the adoption process. Research and understand the best way to create awareness to potential adoptive families and engage with community partners who support our mission to provide awareness.

Family Finding Department

Family Finding is an intensive relative search model with the goal of achieving permanency and supportive family connections for children in foster care.

Social Media Specialist Internship: A specialist is needed who is well versed in social media for organizations, to use social media as a tool to grow out organization. This individual will search the internet for relevant content for our Facebook page and Twitter account. The intern will also research and implement other social media tools for the purpose of outreach for our organization.

Family Finding Internship: The Family Finding volunteer will work closely with Department of Human Services (DHS) caseworkers and the Family Finding Director. The volunteer will perform research and establish contact with positive, safe family members and meaningful people for deserving children in foster care. While each case is different, the typical case takes approximately three months to complete and approximately 5-10 hours a month in phone calls and research. This volunteer can be located anywhere nationwide. Local volunteers can expect to do file mining at a DHS location and to attend two meetings, including a family meeting.

Genopro Project Specialist: An individual comfortable with learning a new software program is needed to learn and perform Genograms, our Family Tree project for our Family Finding cases. We supply the software and training. A volunteer, local or nationwide is needed to learn the program and use it to complete a family tree project for a child to keep.

Data Entry Specialist: The data entry specialist will support the growth of our Family Finding program by keeping our database up-to-date with crucial information. Additional in-house tasks such as general clerical support and special projects will assist the objectives of our organization.

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Matching Assistance Program

Family Support Coordinator: To work directly with Family Adoption Specialists in need and families in order to promote, strengthen and to develop the potential of parents and our Matching Assistance Program. The Family Support Coordinator will work with a variety of families and their Family Adoption Specialist. They will plan and participate in conferences and trainings of work with FAS and families both individually and in groups.

Family Adoption Specialist: As a Family Adoption Specialist you will be a representative for A Family For Every Child while working with families through the adoption process. You will need to be supportive, empathetic, diligent and proactive during this time. You can expect to help answer questions for these families search and communicate with other agencies for children that may be a good match as well as communicate with our Matching Assistance Director frequently.

Partner Agency Recruiter: Work directly with Matching Assistance Director to help promote and develop potential partners and expand the program. This person will work with a variety of agencies and organizations and contact them to expand membership and offer partnerships with outside agencies.

Program Outreach: Send out flyers, emails, and other materials to promote the Matching Assistance Program. Link partner sites, and share our message about the program with agencies, adoption workers, parent groups, and potential parent.

Newsletter Volunteer: Using our outreach tool – Constant Contact- build templates for newsletters, announcements and outreach tools. Research new training, webinars, updates on children from our our data base and compile into weekly newsletters.

Director Assistant: An assistant supervisor helps organize and guide a company's employees and works directly with the Matching Assistance Director to help promote strengthen and to develop our Matching Assistance Program.

Website and IT Positions

Facebook Specialist: Facebook is one of the most important social media tools today, and AFFEC is looking for an intern to help develop and run its Facebook users, and AFFEC needs somebody who is willing to utilize all available social media tools. We need someone who will use an external program to create Facebook "tabs" and help create our Facebook home page appearance and manage our Facebook site.

Blog Coordinator/Monitor: Help build the different areas of our Blog to include all our programs. Monitor on a regular basis, work with families to engage them and add their blogs. Incorporate it into our website, social media, and outreach to create awareness of the blog to support other families.

Text Messaging & SMS Marketing Campaign: Develop text messaging and SMS campaign for our organization. Use for recruitment, marketing, education and fundraising. Start from step 1 and build a plan to incorporate text/SMS in all our programs.

Child Recruiter for our Public Website: Work with the Executive Director to make an outreach recruitment plan to engage other states caseworkers, recruiters, Wendy's Wonderful workers, Heart Galleries, photo listings and others. The objective is to build relationships with others to build our public child listing website and recruit for more children nationwide. Responsibilities would include developing a process for contacting and follow up, enter all contacts in the database, develop a check list for getting kids on the website, bio created, and best images possible.

Web Child Listing: We need someone to list children on our private and public websites. This intern would learn how

to write child biographies, learn how to work with images for the website, and be a part of a time that is always looking for better more effective ways to list kids on our websites.

Web Programming – Badges: This person would collect ideas from staff about appropriate graphics and slogans, incorporate them into our badges and test them to make sure that they display adequately on a 3rd party site. Also cooperate with others to make sure that they are known and used.

Webinar Producer: Research adoption topics and learn our online webinar program to pre-record webinars on misc. adoption topics. We also have a need for someone to prepare presentations pertaining to webinars being produced.

Produce Video, Audio, Webinar, & PowerPoint, How To's and Training Materials: Develop video, audio, webinar, and PowerPoint how to's for various trainings for any number of our programs. Get familiar with all programs, talk to staff, identify list of needed training materials, and prioritize with the help of the Executive Director. Develop a plan for several training projects, identify needed equipment and timeline.

Web Process Volunteer: Signing on to our log on site and acting as a family, writing script and suggestions that will help our site be more user friendly for families. Help to create web forums and other ways to assist families. Help to develop RSS feed tools, Twitter feeds, and other ways families can get immediate info on children they are interested in adopting. Create how to guides to help families use the site, and develop more efficient guides and resources for using the Matching Assistance Site.

Website Coordinator: Working directly with Matching Assistance Director to help promote and develop Matching Assistance site, resources and materials located directly on site. Responsibilities would include maintaining and updating materials located within the Matching Assistance site, researching additional information and resources that can help families within their adoption journey. Also work with a variety of agencies and organizations looking for additions and ideas for our log on site.

Manage Google Adwords Grant: Evaluate our current use, make a plan to maximize our click rate. Develop key words and will highlight our top programs and drive people to our web site.

Google Non Profit and Google+ Program Coordinator: We need a coordinator that can explore and create a plan around how to use all the tools in these two Google accounts, and that we can incorporate. AFFEC was recently approved to have a Google For Non Profits account, which opens up a whole new set of tools to utilize. We are seeking an intern with a background in Google, and knows how to develop a non-profit using the tools that Google provides. We have also recently began a Google+ account, that needs development. Currently our Google+ and Google For Non Profits accounts are undeveloped so this would be a great opportunity for somebody who would like to help create our online Google presence.

Produce Video, Audio, Digital Recruitment Tools for our Website: Finding creative ways to enhance recruitment for kids using the web, email, newsletter and social media. Develop a plan for several web recruitment projects and process for who will be contacted, and identify the projects that are effective, can be done for the largest number of children, and with little cost.

QR Code Campaign: Create and develop QR codes for our programs, social media and websites. Use them to educate and create awareness about our organization. Work with our organization program directors to use QR codes to communicate their most important messages.

RSS Feeds: Build a RSS Feed, make changes to the existing news headlines collection and display program, Archive articles and pictures for use in building the RSS feed and build PHP mechanisms for serving the articles to RSS. Also test to make sure that the feed properly archives old articles.

On-Line Matching Event for Child Recruitment: Develop online matching event. Using webinars, hold an hour long matching event that will involve recruitment for 6 or more waiting foster kids. Caseworkers will present their child via, video, photos and audio through webinar, from all over the country to “target audience” families waiting, from all over the country that call in. Families will be able to text questions to caseworkers. We need to Streamline the process so we can reproduce these and do them once a month.

SEO Optimizing: Look for sites on which we should have a presence, keep a list of those sites and their statuses and contact site manager and ask for a presence. Supply technical assistance as required and setup and use analytical tools to analyze the online presence.

Winter Wonderland Annual Event Is Coming Soon!

- **Winter Wonderland is a Silent/Oral Auction/Dinner**
- **Held November 3 at the Valley River Inn**

- In 2010 over 200 people attended! We hope to have 300 this year!
- This Event is critical to the overall support of all our programs.
- We would love to have your contributions for our Wine Wall and/or Dessert Dash!

We still need:

- A few Bottles of Wine for our Wine Wall (minimum value of \$25.00)
Desserts that feed 8 people
- Out of State Getaways, gift cards and more for our Silent/Oral Auction
- We also still need Volunteers for Silent Auctions!

Remember to Check out our new [VOLUNTEER NOW](#) page at www.afamilyforeverychild.org where you can easily click on our Volunteer Application.

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*With every hand that is extended and reaching out
WE ARE making an impact - day by day - one child at a time.*

If you are interested in Volunteering go to our website and click on Volunteer Now to fill out an application. For questions about Volunteering or about any of these roles, please contact Hannah, at

info@afamilyforeverychild.org or call her directly at **541-343-2856**

Come and Join Us!



A Family For Every Child

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