



ALIVE Volunteer Engagement Toolkit/ Resource Guide Volunteer

Role of Toolkit Volunteer

The Programs and Advocacy Committee within ALIVE is currently looking for two volunteers to provide support in building this online toolkit/resource guide. Beginning in September 2019 and continuing until Spring 2020, ALIVE is going to be building out this comprehensive resource on its members only webpage that will be a one stop shop to research answers to the many questions that arise in the engagement of volunteers. This will be a valuable asset to ALIVE members and promote membership in the organization. Please note this toolkit/resource guide will not provide original material or information but rather be a cultivated list of the many incredible resources that are already available.

This extremely flexible volunteer activity is a great project for experienced volunteer professionals to grow their own skills and knowledge as well as impact others. Volunteers will either be assigned or have the opportunity to select topics of interest and will be responsible for doing comprehensive research to gather the best articles, videos, and resources that are available. As mentioned above, the team will not be writing primary information but rather be bringing together in one place what is already available. The team will also be responsible for reviewing collected resources and providing input on which to include in the final toolkit/resource guide.

Duties and Responsibilities

- Research assigned topics and cultivate lists of the best articles, videos, and resources that are available
- Review and provide input on final selections of materials

Qualifications

- 3+ Years of Experience in Volunteer Management, Supervision, and/or Engagement
- Basic computer skills and access to a computer; Experience with online research and Google Suite a plus
- Ability to work independently
- No experience with web development is necessary

Expected Commitment

- 5 to 8 hours/month, Schedule is flexible and all work can be done from home
- Preferably at least a 3 month commitment, Overall project expected to take through April 2020

Supervision

- Position will primarily work independently. Task distribution, general guidance and support will be provided from Mindy Rupley, Programs and Advocacy Committee Member.