

VOLUNTEER NEEDS LIST

Ongoing Volunteer Positions

The following volunteer positions are ongoing needs where ideally the volunteer can commit to at least one year in the position. Generally, the time commitment varies, is flexible, and depends on the volunteer's schedule.

Volunteer Coordinator

Work closely with the Board and committees to connect interested member-owners and/or community members to volunteer opportunities that match their skills and interests. The person(s) in this position is not responsible for volunteer recruitment, but instead will maintain the volunteer needs list, field inquiries, describe volunteering options, and help us make engage our supporters!

- **Time commitment:** Approximately 5 hours/month

Community Outreach Coordinator

Work closely with the board to identify other community organizations (churches, businesses, individual community organizers) and help us maintain close relationships with those organizations, including those already part of our member incentive program. The Coordinator does not need to personally maintain relationships, but should identify key players and connect volunteers with organizations. In some cases, you can help us bridge language and cultural barriers (or help us find others to do so) so that the co-op becomes accessible to the diverse communities living and working in Montavilla.

- **Time commitment:** Approximately 2-3 hours/month

Website Coordinator

Help us create an inviting, helpful web presence! Occasionally update photos or add new material. Makes sure the that website is updated regularly and helps us stay in close touch with our member-owners and supporters.

- **Co-op Will Provide:** The co-op can provide some training on our web tools, but web design/programming experience desired.
- **Time commitment:** Approximately 1 hour/week

Wordsmith

You'll help write newsletters, press releases, FAQs, blogs, or other materials. You are also encouraged to find ways to get writing about the co-op in outside publications (blogs, newsletters, etc.).

- **Time commitment:** Approximately 2-3 hours/month

Social Media Generator

You'll create around 2 posts each week on Facebook and Twitter aimed to generate responses, increase interest, or gain volunteers/member-owners.

- **Time commitment:** Approximately 1 hour/week