

## Volunteer opportunities

At this time we are 100% volunteer based. We thank you for considering any time you can give. If you have suggestions about ways you could contribute other than what is listed please speak with any board member or email [info@intersectionsos.org](mailto:info@intersectionsos.org)

Task	Duties
Special project participation	Working as part of a project team complete projects that are revenue generating for IWC. Lead is already established. Examples of project activities are: making bonsai boxes, nymph boat completion or making hoops for drums
Grant writers	Using the goal activities identified in the IWC work plan seek out grant opportunities and apply on behalf of IWC
Host IWC open hours	<ul style="list-style-type: none"> <li>- Work in the shop or sit in the common area</li> <li>- Talk with people when they come in about IWC and opportunities that are available for participation – classes, volunteering etc</li> <li>- Schedule can be set by person(s) willing to do this but day of the week/time consistency would be good even by a roster of people so it can be publicized as such</li> </ul>
Scheduler	<ul style="list-style-type: none"> <li>- Look after space bookings on a calendar</li> <li>- Ensure the calendar is available to for all to review so that people know availability including for classes, members renting shop time etc</li> </ul>
Safety session hosts	<ul style="list-style-type: none"> <li>- When a new member identifies they want to work in the shop meet with them to review use of tools and ensure that safety precautions will be followed (woodworking shop expertise required)</li> </ul>
Board members	<ul style="list-style-type: none"> <li>- 2 meetings per month currently on Wednesdays from 7-9:30pm. One meeting in person in OS area, the other by zoom.</li> <li>- Complete other duties/tasks between meetings as needed</li> </ul>
Member support liaison	Match member need (ie shop space, questions) with someone who can help
Marketing	<ul style="list-style-type: none"> <li>- Social media (FB and instagram)</li> <li>- Media releases</li> <li>- Coordinate interview opportunities with Board members or other volunteers who can do them (ie Rogers TV)</li> <li>- Follow up on advertising or promotion opportunities</li> </ul>
Communication	<ul style="list-style-type: none"> <li>- Write and send emails using mailchimp (Organizational goal of approximately 2 per month – topics will be provided)</li> <li>- Respond to incoming email (approx 5-8 emails per week) usually by matching the question with the</li> </ul>

	person who can answer it
Website upkeep	<ul style="list-style-type: none"> <li>- Update website with new classes and information as needed</li> </ul>
Class coordinator (instructor focussed)	<ul style="list-style-type: none"> <li>- Liaise with instructors finding out what they would like to teach and preferred time slots</li> <li>- Work with the scheduler on booking classes/workshops</li> <li>- Provide description of class and photo to marketing and communications to promote</li> <li>- Arrange payment for instructors by telling Board person responsible the amount and who to pay (standard amounts pre-set by IWC)</li> </ul>
Class registration coordinator (student focussed)	<ul style="list-style-type: none"> <li>- Respond to questions about classes from prospective students/students</li> <li>- Manage EventBrite registration (instruction provided – it's easy)</li> <li>- Communicate registration numbers with marketing/communication until classes are full so classes get full</li> <li>- Communicate registration numbers with Class coordinator (so they can tell the instructor)</li> </ul>
Welcome greeters for classes/workshops	<ul style="list-style-type: none"> <li>- Lead – maintain a roster to sure that someone (volunteer or board member) is present to start classes/workshops</li> <li>- Welcome greeters – be present to start classes/workshops</li> <li>- Unlock building if instructor doesn't have a key</li> <li>- Welcome students and instructor</li> <li>- Ensure waivers are signed</li> </ul>
Volunteer coordinator	<ul style="list-style-type: none"> <li>- Respond to people who indicate interest in volunteering</li> <li>- Help to match volunteers with their preferred area of interest</li> <li>- Make sure every volunteer has a point person (eg board member, committee member, volunteer coordinator etc)</li> </ul>
Special event planners	<p>Working as part of a committee plan special events such as:</p> <ul style="list-style-type: none"> <li>- Fundraising dinner and auction anticipated for March 2023</li> <li>- Annual volunteer appreciation event</li> <li>- Annual IWC anniversary event</li> <li>- This is a group task with a lead identified through the committee. If no lead from the committee steps forward then a Board member will lead.</li> </ul>
Shop organization	<p>Working as a committee the workshop will be organized with labels and structure</p>

October 17, 2022