VOLUNTEER JOB DESCRIPTION

Office & Facility Team

Front Desk

- **Receptionist** (In Office) - works a 3.5-4.5 hour shift weekly for at least 3 months. Greets clients and assess needs. Answer phones and direct clients to the appropriate staff member.
- **Data Entry** (In Office) - Support staff with accurate and efficient input of data into internal systems to help operations run smoothly

Facility

- **Gardening** (In Office) - Maintain outdoor garden areas to create a welcoming and peaceful environment for clients and visitors
- **Handy worker/Painting** (In Office) - Assist with light repairs, painting, and general upkeep of the facility.
- **Yard Care** (In Office) - Help keep the grounds neat and well-maintained through basic landscaping and outdoor maintenance tasks.
- **In-door Plant Care** (In Office) - Nurture and care for indoor plants to enhance the ambiance of the facility.
- **Boutique Stocking** (In Office) - Keeping the boutique room organized and stocked with wigs and other supplies.

Inventory

- **Equipment Cleaning** (In Office) - Ensure that reusable equipment is clean, sanitized, and ready for use.
- **Laundry** (Hybrid) - Wash and organize linens or other washable items to maintain hygiene standards
- **Wig Care** (Hybrid) - Gently clean, style, and organize wigs for clients undergoing treatment

VOLUNTEER JOB DESCRIPTION

Wellness & Survivorship Team

Event Assistant

- **Event Planning** (Community) - Collaborate on planning wellness and support events, from brainstorming to execution
- **Event Logistics** (Community) - Help coordinate event needs like supplies, schedules, and communication.
- **Program Hosting** (Community) - Lead or co-host group programs and wellness activities for clients.

Care Team

- **New Client Kits** (Hybrid) - Assemble kits with essential items for newly enrolled clients.
- **Writing Cards** (Hybrid)
- **Phone Calls to Clients** (Hybrid) - Offer friendly check-ins and emotional support through scheduled phone outreach
- **Christmas Gifts** (Hybrid) - Help gather, wrap, or distribute holiday gifts to bring joy to clients and families

Survivor Mentors

- **Peer Support** (Hybrid) - Offer one-on-one encouragement and companionship to survivors from a shared lived experience
- **Group Assistant** (Community) - Support facilitators during survivor groups by helping with logistics and engagement
- **Event Planning** (Hybrid) - Contribute ideas and help execute events for survivors and their families.
- **PBS and GYN Kits** (Hybrid) - Assemble kits for breast and gynecological cancer patients
- **Writing Cards** (Hybrid) - Create thoughtful messages for survivors to uplift and support them.

Community Education

- **Agency Awareness** (Community) - Represent the agency at community events and help raise awareness of its mission and services

Arts

- **Jewelry Making** (Hybrid) - Craft jewelry pieces for clients.
- **Card Making** (Hybrid) - Design and create handmade cards for clients
- **Knitting, Crochet, Sewing** (Hybrid) - Create comforting handmade items for clients.
- **Bookmark Making** (Hybrid) - Craft bookmarks for clients

VOLUNTEER JOB DESCRIPTION

Fundraising & Marketing Team

3rd Party Events

- **Fundraising** (Community) - Assist with outside events organized to raise funds for the organization

Event Assistants

- **Soliciting Auction Donations and Sponsorships** (Community) - Reach out to businesses or individuals to secure donations and sponsors.
- **Set Up and Clean Up** (Community) - Help prepare event venues and return them to order after events conclude.
- **Wrapped In Ribbons** (Community) - Join the team that plans our signature annual fundraising event (January through April)

Supply Drives

- **Hygiene Kits & Care Kits** (Hybrid) - Gather, organize, and assemble kits with essential items for client distribution.

Event Marketing

- **Graphic Design** (Hybrid) - Use your creative skills to design eye-catching graphics for social media, flyers, and event materials.
- **Marketing** (Hybrid) - Support the promotion of events, services, and campaigns by creating engaging content, coordinating communications, and boosting visibility across digital and community channels.
- **Photography** (Community) - Capture meaningful moments at events and programs to help document and share the impact of our work.