



Volunteer Front Desk Assistant

Welcome visitors and answer incoming calls. Provide outstanding customer service to all clients, visitors, staff, and volunteers. Respond to inquiries by providing information and directing visitors to appropriate resources. Volunteers should be familiar with Microsoft Word and basic computer operations. Currently, we could use volunteers to assist with the following:

- Preparation of mailings and thank-you letters
- Filing, copying and other routine office tasks
- Data Entry
- Answering phone calls and directing to appropriate staff member

Social Media & Marketing Volunteer

The social media coordinator will develop and implement a social media strategy to increase overall reach and brand awareness. He/she will use social media outlets to promote active EMCC campaigns, engage the public and increase online presence. The social media coordinator will directly contribute to increasing the EMCC's capacity to serve the East Madison community and increase public awareness of available programming/opportunities.

Duties and Responsibilities

The social media coordinator will:

- Identify key online channels for EMCC to establish a presence
- Implement new organizational brand standards into online marketing materials
- Develop a social media strategy to support the organization's fundraising activities and establish targets for increasing online reach
- Post regular updates to EMCC's social media outlets, including news articles, press releases, fundraising appeals, and any other promotional items
- Monitor activity and user interactions for all social media outlets
- Adapt general EMCC campaign messaging for the different outlet-specific audiences

Qualifications Experience

- Experience using key social media outlets (Facebook, Twitter, Flickr, YouTube, Instagram)
- Strong writing and editing skills, with strong attention to detail
- Ability to use online tools to engage members, donors, and corporate partners
- Outgoing, enthusiastic and creative
- Works well independently and as part of a team

Time Period

This position requires a minimum 4-month commitment for 2-3 days per week for an average of 8-10 hours per week



Stock and Shop Volunteer in Choice Style Pantry

Each Tuesday the East Madison Community Center operates a choice style pantry for low-income residents of Dane County. On the 4th Tuesday of each month clothing, personal care, and household items are also distributed.

Volunteer roles include sorting donations, organizing food items, light cleaning, welcoming clients, and assisting them with their selections. Volunteers are also needed to unload food from our trucks and set up a choice style pantry for families to visit.

*Volunteers must be able to lift at least 10 pounds. *All children must be accompanied by responsible adults.

Community Garden Volunteer

Each Friday afternoon from June – October the East Madison Community Center host individuals and/or volunteer groups to assist in the garden between the hours of 1-6 pm. A two-hour time commitment is required.

Volunteer roles include:

- Weeding
- laying mulch
- turning compost
- watering
- harvesting produce and/or
- prepping garden for spring and fall cleanups

*Volunteers must be able to lift at least 10 pounds. *All children must be accompanied by responsible adults. Please wear appropriate clothing, footwear, to combat varying weather conditions. Sunscreen, bug repellent should be worn / applied if needed



After School Tutor/Mentor Volunteer

The EMCC provides afterschool programming for students ages 6 – 18 each day during the academic school year. Volunteers are needed to assist with programming between the hours of 4 – 6 pm Monday – Friday.

Volunteer roles include:

- Assist with planning and programs, and supervision of youth programs and activities. Active involvement with these activities is essential.
- Help safeguard the health and welfare of youth in Center programs.
- Serve as a positive role model for youth. Conduct should be respectful, and emphasize appropriate positive values.
- Assist in upkeep of the Center. Oversee all clean up and encourage youth to clean up after themselves.

*Volunteers must undergo a background check and volunteer orientation.