



# MINDFUL MORNING SERIES

## VOLUNTEER OPPORTUNITIES

### Opportunities to gain experience and develop skills in:

- Event Planning
- Program Management
- PR and Marketing
- Community Outreach
- Graphic Design, Photography, Videography
- Finance and Fundraising
- Grant Writing

### Program Description

Ivy Child's Mindful Morning Series will be held this Fall 2017 at the Concord Free Public Library from Sept 30 – Oct 21, 2017. Classes will be held on Saturdays from 10am–11am. All sessions are free and open to all ages. Our team is looking for passionate, hardworking, and reliable volunteers to assist with the planning, organization, and implementation of the program. Individuals can choose to join the planning committee and/or become an event day volunteer (planning committee members can also be event day volunteers).

### How to Apply:

Please complete our application form:

[tinyurl.com/mindfulvolunteer](http://tinyurl.com/mindfulvolunteer)

For more info, contact Shan Koay:  
Community Programs Manager  
[skoay@ivychild.org](mailto:skoay@ivychild.org) | 617-992-0665

**Volunteer Training Date:** Saturday, September 23, 2017 from 10am-11:30am at the Concord Free Public Library

## Key Responsibilities

Opportunities will vary based on your interests, skills, and availability. Responsibilities may include:

### Planning Committee Roles:

- **Programs:** Event planning, organization, logistics, administrative tasks (filing, scanning, participant database management, supply upkeep and inventory tracking etc.).
- **Marketing:** Promoting the program, including: graphic design, photography, videography, social media, press releases, email blasts, etc.
- **Community Outreach:** Partnership building with businesses, organizations, schools, and individuals to share program flyer and additional information. Includes phone and email outreach, flyer distribution, face-to-face meetings.
- **Finance:** Securing event sponsorships, grant applications, managing event budget and program finances.

Planning committee volunteers may need to attend weekly committee meetings or as scheduled.

### Event Day Volunteer Roles:

- Setup and breakdown
- Supply inventory organization and upkeep
- Participant registration, donation collection, mat rentals, general customer service.
- Face painting and kids art station
- Photography
- Yoga mat cleaning

Preferable: Minimum 3-class commitment for event day volunteers, but negotiable. The event day volunteer training will be held on **Saturday, September 23, 2017 from 10am-11:30am at the Concord Public Library Main Branch.** Interested individuals who complete an application form will be reminded via email.

### Qualifications & Experience:

- Must be reliable with great time management skills
- Prior event planning/volunteer experience preferred
- Excellent communication and interpersonal skills
- Ability to work as part of a team and take initiative
- Commitment to Ivy Child's mission
- Proficiency in relevant computer skills (Microsoft Office, Adobe Photoshop, etc.)
- Ability to travel to program site each week (if event day volunteer)

## Commitment

Flexible - virtual and on-site opportunities available.

