

Shanti Orange County 2016 Volunteer Contract

Objective: To strengthen personal awareness and understanding of HIV/AIDS, specifically within Orange County, as well as of non-profit work by practicing leadership skills, taking initiative, and participating directly and knowledgeably in various projects and events.

Skills Acquired

- Maintaining social media profiles
- Inputting data into Database/Excel
- Designing flyers in Word/Publisher
- Composing/submitting press releases
- Sending e-mail blasts in I-Contact
- Phone/Front Desk etiquette
- Administrative/office tasks
- Conducting interviews
- Event tabling
- Public speaking/presenting
- Fundraising
- Increased knowledge of HIV/AIDS
- Increased sensitivity for those affected

Daily Responsibilities

- Sign in Volunteer Binder
- Review upcoming events
- Check volunteer e-mail
- Answer phone calls
- Greet clients
- Work on or ask for assignments
- Sign out Volunteer Binder

Mandatory Assignments

- Check-in with Executive Director and then Case Manager for assignments
- Review entire volunteer binder
- Be trained on all social media
- Interview staff member from each department
- Attend one (1) HIV/AIDS 101 Training (if offered during internship)
- Attend at least (1) Educational Seminar
- Conduct one (1) five-question interview with a client

Optional Assignments (Extra Hours) TBD

- Attend Rainbow Youth Group
- Assist with donations
- Additional client interviews
- Present HIV/AIDS 101 to a class or club
- Table for Shanti at an event
- Become a Shanti Ambassador

Volunteer Agreement

I acknowledge the responsibilities required of this position and I agree to complete this contract within my given timeframe (10 or 16 weeks). I am aware of extra opportunities available to fulfill my hours and I will take the initiative to participate in them on my own. I agree to be responsible for tracking and completing my requirements. I will be proactive in meeting these goals, including discussing scheduling or other conflicts with staff.

Student Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____