



2018 Volunteer Opportunities

Contact Connor Archer at:

connor.archer@thecourageousstepsproject.org for more information, and to sign-up!

'One Word' Challenge Coordinator (Quantity: 1)

Description: This person would be in-charge of helping coordinate 'One Word' Challenge with schools and creating videos based on the 'One Word' Challenge guidelines. This person would also be in-charge of uploading the videos to our youtube page and linking them on our website.

Time Commitment: 6-7 hours monthly on average

Equipment needed: Smartphone or video camera, laptop (macbook preferably), and internet service.

Supervisor: Connor Archer, Executive Director

Step Forward Initiative Assistant Coordinator (Quantity: 1)

Description: This person would be in-charge of working with the executive director to coordinate parent/child activity night's, coordinate community engagement events that help with the Step Forward initiative, and would help assist with the Step Forward 5K challenge planning process.

Time Commitment: 9-10 hours monthly on average (some more)

Equipment needed: Laptop, access to google drive, internet access, creativity, organizing skills, and effective communication skills.

Supervisor: Connor Archer, Executive Director

Webmaster (Quantity: 1)

Description: This person would be the second person in-charge of updating The Courageous Steps Project's website with information on upcoming events, and posting on the announcements page whenever appropriate or requested by the executive director, fundraising committee member, or board member.



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Time Commitment: 3-4 hours monthly on average

Equipment needed: Laptop, internet access, an email address, patience with internet, technological skills, and effective communication skills (writing & verbal).

Supervisor: Connor Archer, Executive Director

Fundraising Committee Members (Quantity: 4-5)

Description: Fundraising committee members are always needed to enhance our fundraising efforts as an organization. Did you know that fundraising is one of the most important aspects of a non-profit organization? This committee is responsible for planning and assisting with fundraising events that enhance our mission & vision.

Time Commitment: 3-5 hours on average (does not include months where big fundraising events take place).

Equipment needed: Car (for transporting equipment if needed), an email for effective communication, and of course, a POSITIVE ATTITUDE!!

Supervisor: Connor Archer, Executive Director & Tina Roderick, Head of Fundraising Committee

Informative Video Taper/Creator (Quantity: 2)

Description: This volunteer position is in-charge of creating informative video clips on all board members, the founder & executive director, and other videos showcasing our efforts. All videos will be posted on our youtube page, our website, and our facebook page. We are preferably looking for college students who are pursuing their degree in video production looking for their volunteer hours.

Time Commitment: 5-10 hours monthly on average



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Equipment needed: Car (for transporting camera equipment, high processing laptop with iMovie or movie creation app, internet access, technological background, video production background with professional cameras.

Supervisor: Connor Archer, Executive Director

Volunteer Professional Photographer at Big Events (Quantity: 3)

Description: This volunteer position includes taking photos at major events. All photographers have full right to insert their logo of the photos and to display on their website and facebook pages if requested by the professional photographer. All photos will be shared on our facebook page & website.

Time Commitment: 3-4 hours monthly on average

Equipment needed: Car (for transportation purposes), high quality camera, personal memory card, laptop for posting pictures, email to send pictures to us, and experience in photography.

Supervisor: Connor Archer, Executive Director & Board of Directors

Step Forward Parent Discussion/Child Activity Night Volunteers (Quantity: 5)

Description: This volunteer position includes helping with the Step Forward Parent Discussion/Child Activity Night's that will be held monthly at a certain location. Volunteers will either help with the parent discussion or will help with the child activities that will take place in another room close to the parent discussion.

Time Commitment: 2 hours monthly on average

Equipment needed: Access to transportation, experience working with children, creative ideas for activities, and a positive attitude.

Supervisor: Connor Archer, Executive Director - Jess Fine, Board Member & Step Forward Parent/Child Activity Night Coordinator