

Volunteer Opportunities at Bread of Life/Spirit in the Arts/Spirit Print

One of the ways we keep our programs free or low cost is by recruiting and lovingly receiving the gifts of volunteers. In the past year we have expanded the variety of volunteer opportunities. Many people have told us that they retired early due to the economy or have been downsized, and are looking for places to spend their time. Others are looking for ways to combat isolation at home. Maybe you are simply looking for a place to be of service. We welcome you to join our community by becoming a volunteer now!

Below we have listed some volunteer positions under the different programs, but there may be other opportunities for you. We welcome your ideas of new services we could offer. If you have the energy to develop something new, we'll do our best to help you make it happen. *Please note that our offices and some art rooms are located upstairs, so the ability to climb stairs may be required for some positions. Our downstairs art room is fully accessible, and we willingly work to accommodate all volunteers to the best of our ability.*

Our Highest Priority!

Volunteer Coordinator(s): We could really use a volunteer coordinator (or a volunteer team) who would help us recruit, screen, train, schedule and supervise volunteers for the various positions described below. The hours would vary depending on the number of volunteers and the busyness of the Center. We imagine the position being about 5-10 hours per week. The ideal person would be able to do community outreach electronically and in person, get along well with all types of people, and be able to coordinate multiple schedules. This position requires someone who is organized and willing to essentially develop and implement a cohesive program for volunteers. This could be a job shared by multiple people.

Bread of Life Volunteers

Most of our volunteer opportunities here help to keep the structure and facility running smoothly so we are adequately communicating, receiving gifts, and supporting the programs offered. The time commitment for each of these positions varies depending on the volunteer and the administrator. Some would be on a regular basis and others as needed.

Bookkeeper: Although we currently have a part-time volunteer bookkeeper, we are always on the lookout for people familiar with accounting practices that would be willing to help when needed. This would involve processing payments/deposits, preparing invoices and generally updating our bookkeeping. Training would be provided if someone has an interest and basic familiarity with Microsoft Office, Quickbooks and accounting.

Administrative/Computer: We have a variety of data entry, data retrieval and other computer-based work to do. Someone with some experience with databases, specifically Access or Excel, would be ideal. If you like to be on a computer, this is the volunteer job for you. We imagine an average of 8-10 hours per month.

Computer Tech Support: In addition we are always looking for computer help with upgrading and supporting our small business network. The ideal tech support person would be able to troubleshoot network issues, and generally help us keep our computer system up and running. This would be an on-call position.

Special Projects & Events: We also do mailings 3-4 times a year and would love to have a list of volunteers to call to stuff envelopes, apply labels and organize the mailings. This can be a 2-4 hour job, depending on the number of people who can work together to get the mailing completed.

In addition, we always need volunteers to plan and execute other special events. We participate in various community programs by handing out information, doing simple art projects and giving presentations to schools,

churches and business groups. We gather pledges and participate in a community fundraising race, and host other events like our fundraising tea, where we need extra help from willing volunteers. If you can't make a regular commitment, but are willing to work occasionally on a short-term project as your schedule permits, Special Projects and Events is for you.

Fundraising: Do you like the challenge of fundraising? Do you enjoy talking to businesses and people about how they can support non-profit programs such as ours? We are looking for volunteers who want to work with our Board of Directors in raising funds for Bread of Life. This position could entail just a few hours visiting businesses for a specific fundraising goal, or it could involve developing numerous fundraising projects throughout the year. The ideal volunteer needs enthusiasm, an ability to verbalize how vital our programs are, and the ability to diplomatically request assistance from businesses and individuals. The number of hours for this position depends on the depth of the commitment.

Facility Maintenance and Repair: We are located in an old building with many maintenance and repair needs. The range of tasks for this position extends from changing light bulbs to framing a door or painting a wall. A man or woman with maintenance and repair experience who is here regularly would be ideal. Hours and days are negotiable.

We would also like to generate a list of skilled electricians, H/V, glass, painters, landscape and construction professionals who are willing to donate time as specific tasks are needed. We periodically schedule work days to take on some bigger projects and would love to have a list of folks to call when those days are scheduled.

Graphic Artist: We periodically need to create brochures and flyers for the different programs. We would love a creative person with some desktop publishing experience to create flyers and brochures for us from time to time. In addition, graphic artist volunteers might help us create and format artwork for various projects. This is on an as-needed basis and can be done from the Center or from home. Our computers have Word, Powerpoint and Publisher, and some computers have Adobe Illustrator and Corel Draw.

Internet Social Networking: We are looking for individuals who are adept at using the latest social networking tools, such as Facebook, Twitter, Blogs, Flickr, etc. This is perfect for volunteers who can't come to our facilities, but want to support our programs and enhance our growth. If you love using your computer or phone to blog, post and tweet, you can help our non-profit while having fun connecting to the online social community.

We have two types of positions available for volunteers interested in online social networking. We need people who are interested in writing about us through blogs, posts, and status updates on these networks. If the need arises they may be asked to post pictures/videos, create events, and/or post links to other web-pages.

Secondly we need people interested in maintaining these online social networking accounts. These individuals will need to work with our staff to keep us up-to-date on what is being posted online and inform us of any inquiries posted by fans/followers. To accomplish this they will need to connect with our staff at least once a week to receive instructions, give updates, and discuss any issues that may arise.

Due to the nature of these positions individuals will be required to have internet access if they wish to work outside of our facilities.

Spirit in the Arts Volunteers

Our art studio is open to the public Monday through Thursday (M, T, Th 12-6, W 10-3) and we have dreams of being open on Fridays and some Saturdays. In addition, we have work days, special events and even some off-site activities requiring assistance:

Art Studio Hospitality: We need volunteers to greet and assist the people who come to the upstairs and downstairs art studio rooms. The position involves greeting people as they come in, giving them a tour if it is their first time, introducing people to each other, counting the daily participants, keeping the rooms neat and clean, helping folks find the materials and supplies they may need and generally being a welcoming presence. If you have experience utilizing art materials you may even help artists with their projects, but art skills are not necessary. The ideal person enjoys interacting with all different kinds of people and is interested in creating and maintaining a pleasant atmosphere. We ask people to commit to at least a 2 hour block of time when they are here, although we need volunteers during all open hours. We would like to be open on some Saturdays (upstairs) and some Fridays, as well as some evenings. We simply need more volunteers to expand our hours. Volunteers who want to work with a friend or two are most welcome.

Donations/Materials: We regularly receive donations that need to be incorporated into our supplies. We seek someone who could come in once every week or two to organize donations. This involves going through the donations and finding the correct place for them in our supplies.

In addition, the art materials on the shelves constantly need to be put into order as the artists use them. We need someone able to sort boxes of materials into what is supposed to be in there and what isn't. We imagine these jobs would average 2-4 hours a visit depending on the week and the frequency.

Artists/Workshop Leaders: We encourage artists of all kinds to develop classes and workshops for us to offer through our program. The open studio program is self-directed, with participants choosing how to create their art, but many people also ask for classes in different media to enhance their art experience. If you have a desire to teach, but desire a structured program to support you, we have a place for you. Classes may be offered free, or for a fee, with the artist receiving 70% of any income. Spirit in the Arts provides help with designing and printing flyers, comfortable space to hold the class, and help with marketing and supplies.

In addition, artists who are looking for a place to pursue their art can act as Artists-in-Residence while they are here. Maybe you don't have space at home to do your art, or maybe you want to be around people interested in art instead of being isolated at home – whatever the reason, we encourage your participation. As an Artist-in-Residence, you use our space to do your art, with the understanding that you be willing to discuss your work with those who might be interested. Artists of all media are invited, but unfortunately we cannot accommodate oil paints because of the fumes.

Grant Writing: We need volunteers to seek and complete grant applications for our arts program. There are numerous grant opportunities available, but our staff simply doesn't have the time to pursue them. Working with the local Non-Profit Resource Center grant information library, volunteers in this position would research possible grant opportunities, and complete grant applications as directed. The ideal volunteer should be able to do research online and via library documents, as well as be proficient in writing and editing. The number of hours for this position would depend on the volunteer's available time.

Spirit Print Volunteers

This is our new program where we print everything from t-shirts to business cards to banners for businesses, non-profits, schools, groups and individuals. We recruit and train youth through the Sacramento Employment and Training Agency, as well as school ROP programs, to staff all parts of the print business. We are in the process of growing this business and developing a mentoring program geared to working with our youth staff to give them the best chances of success.

Administrative: We are looking for administrative help of various kinds for Spirit Print. Each of these positions involves a few hours a week at minimum, and most can be done on the computers available here. Some work at home is also possible.

We are looking for a volunteer who can help us better utilize and set up our Quickbooks accounting system to do quotes, invoices and other business tasks. This is a one-time job of streamlining our system to be efficient and workable. This volunteer needs to be familiar with Quickbooks, and be able to analyze our bookkeeping systems in order to help us get more organized.

We are also looking for volunteers to generate quotes for Spirit Print. We are willing to train one or more volunteers in learning about our suppliers and the system of promotional product manufacturers we utilize. The ideal volunteers for this position would be familiar with the Microsoft Office computer suite and have the ability to do computer and catalog research in order to generate quotes for our customers. The commitment might be 2-4 hours per week, depending on the volume of printing business and the number of volunteers involved.

Finally, we are also looking for someone to keep our list of suppliers current and updated. We are constantly receiving new product catalogs, price sheets and information from our suppliers, and we need a volunteer to keep our files updated. This would entail some computer skills for working with spreadsheets, and the ability to organize product catalogs and information. We are willing to train someone for this job which might involve 1-4 hours per month.

Marketing and Sales: A huge challenge for an organization such as ours is how to let people know about all of our programs when the small staff is too busy implementing those programs to do effective marketing. We need volunteers for Spirit Print and Spirit in the Arts who are willing to help us get the word out about what we do. This can be achieved in several ways:

We need someone skilled in marketing and sales that can design, develop and implement a cohesive marketing plan. Although we currently have some help with training our youth in marketing, we could use more volunteers to help with the overall marketing of all Bread of Life programs.

Another option is to simply be a volunteer information representative who networks with individuals and groups to let others know about us, especially our printing business. Do you like to talk to people? Help us by talking with the people you know and reaching out to others who have printing needs. This can be done from home or from here, by yourself or with our print team.

Graphic Arts/Creativity: We receive files in a variety of formats from our customers and we have to alter them for the different printing modalities. We also offer art creation services to our customers. We are looking for a number of volunteers with graphic art experience to help us create production-ready artwork for a variety of printing products. This can be done from home or from the Center. We have the Adobe Suite, and specially created logo designer software that makes vectoring images and altering logos quite simple. This position is on-call, and we estimate 1-3 hours per week, depending on the volume of printing and the skills of the volunteer. The ideal

volunteer is familiar with graphic arts, knows how to vector artwork and likes to design graphics to customer specifications.

Print Production: Our Production Manager is always looking for people to train to use the screen printing, vinyl cutting, pad printing, button making and twisted pen machines. Because we are regularly training new youth as they enter our training program, we are always in need of adults who can train on the use of the machines and help when we have tight production schedules. We can do this on a set-time schedule or an as-needed schedule. This position involves learning part or all of the printing techniques, and being available when a crew is needed. In addition, an ability to work with challenged young adults as they learn professional work ethics is important.

Researcher: Products change, credit card transactions improve and printing specialties are upgraded regularly, and we need a volunteer to help us keep up with changing technology. We need ongoing research on a variety of topics and products. We imagine this could be done at home or at the Center because it simply requires a computer and access to the internet. The schedule could be any that works for the volunteer.

Other: Do you have a skill or talent to offer that doesn't fit with any volunteer positions we have listed? If so, please contact us about what you would like to contribute. We would love to discuss how your skills can fit into our community.