



# Thank You Darlin' Foundation

## Volunteer Job Descriptions

Thank You Darlin' Foundation (TYD) is happy to have your interest in supporting our mission to provide personal and academic development opportunities for disadvantaged and at-risk youth. Check the list below to discover a special way you can help!

### Volunteer Coordinator

Responsible for oversight of volunteer program

Duties include:

- recruit, assist with application process, screening, manage volunteer e-mail account, orientation and training, placement/ matching, recognition, assist with volunteer program evaluation (qualitative and quantitative)

### Fundraising Coordinator

Responsible for raising funds for TYD activities

Duties include:

- developing sponsors, soliciting donors and designing fundraisers

### Event Coordinator

Responsible for coordinating all details to make sure TYD events run smoothly

Duties include:

- identify venues, recruit talent and entertainment, prepare distribute marketing materials such as programs, flyers and invites, oversee setup and breakdown

### Marketing Coordinator

Responsible for communications that increase TYD's visibility and inform the public and prospective clients about TYD services, programs and products

Duties include:

- branding, create news releases, design methods for promoting fundraising and the selling services, programs and products

### Guest Teacher

Responsible for organizing and implementing lesson plans that meet TYD program objectives

Duties include:

- instructing kindergarten through twelfth students in the areas of reading, writing, listening and public speaking, proper conduct, dramatization and poetry, and increasing their awareness of higher education institutions

### Audiovisual Team

Responsible for recording and setting up sound at TYD events

Duties include:

- connect and operate microphones/sound/lights/laptops/projectors

## **TYD Volunteer Job Descriptions continued**

### **Courtesy Crew**

Responsible for caring out various duties to make sure TYD annual youth poetry slam runs smoothly

Duties include:

- set-up and break-down, check-in contestants, sign-in people who attend the event, help pass out t-shirts/awards/prizes/programs, refreshments, tickets, signage, seat and direct people to restrooms, assist with donations and merchandise

### **Guest Poet/Speaker/Reader**

Responsible for modeling literary skills for kindergarten through twelfth grade students to increase their exposure and awareness of the art of poetry, dramatic reading and public speaking

Duties include:

- reading, writing, performing

### **Youth Anthology Team**

Responsible for helping to compile, organize and publish TYD's annual youth anthology

Duties include:

- Editor- selects and edits kid's writing
- Formatter- formats youth anthology
- Artist- artwork for cover, etc.

### **Photographer/ Videographer**

- photograph/video tape performances/compile and edit photos and video in formats such as CD, DVD, and short clips for use on UTUBE or other media to sharing with the public

### **Music/DJ**

Responsible for providing music for TYD annual youth poetry slam

Duties include:

- setup and supply various genres of music

### **Junior Youth Mentor**

Responsible for assisting TYD program instructors and serving as reading and writing mentors for elementary and middle school students

Duties include:

- class set-up/break-down, pass out materials helping students with their assignments, model proper behavior and attitude

## **Other ways to help!**

If your organization (school, library, company, outreach group, etc.) is looking for an activity, we have several needs. You can sponsor a school supply drive or pennies for poems drive (collect loose change in piggy banks or jars to impact children's lives through literacy). Please contact us at (817) 306-1648 or at [volunteers@tydfoundation.org](mailto:volunteers@tydfoundation.org). We will provide all the information needed to host the event.