

Sophia's Heart Volunteer Tasks List

Task ID	For Location	Function	Volunteer Task	Volunteer Task Description
Prog-101	Milwaukee, Nashville	Local	Finding Choir Instructors	Help SHF to find children's choir instructors or be the choir instructors with heart in the local area. Musical background and experience working with children needed. Instructor qualifications will be provided to interested individuals.
Prog-102	All		Creating/Finalizing Application to SHF Programs	Help SHF to create and finalize the children's application to SHF programs. Knowledge of Microsoft Word Document needed.
Prog-103	All		Creating/Finalizing Parent Release Form	Help SHF to find someone or be the one who can create a legal document to finalize the parental/custodial release form for SHF programs. A legal background is required.
Prog-104	Milwaukee, Nashville	Local	Data Entry of Applications	Help SHF to find someone or be the one who can enter application data into database. Must have basic data entry skills.
Prog-105	Milwaukee, Nashville		Need keyboard and other music instrument	Assist SHF in finding companies and/or individuals who are able to donate keyboards/stands and other musical instruments to the children's program. Musical equipment must be in good condition. Please see the attached equipment wish list.
Prog-106	Milwaukee, Nashville		Simple Office supply	Assist SHF in finding companies and/or individuals or be the one who are able to donate copy paper, notebooks, pens, and general classroom and office supplies.
Prog-107	Milwaukee, Nashville		Identify the snacks and finding the resource	Help SHF find companies, grocery stores, and/or individuals who can provide simple, easy snacks and napkins or paper towels for 30 children on a one-time or on-going basis. The cost should not exceed \$1.00 per
Prog-108	Milwaukee, Nashville		Identify the drinks and finding the resource	Help SHF find companies, grocery stores, and/or individuals who can provide juice or water and cups for 30 children on a one-time or on-going basis. The cost for drinks should not exceed 50 cents per child per day.
Prog-109	Milwaukee, Nashville	Local	volunteers for snack	Help SHF find local volunteers or be the one to manage snack time with children on-site. Volunteers needed to converse with children during snack time and them how to clean up after themselves.
Prog-110	Milwaukee, Nashville	Local	volunteers for class	Help SHF find local volunteers or be the one who have a background in music to assist the music teacher and up to 30 students in a class. Counseling experience helpful, but not required.
Prog-111	Milwaukee, Nashville	Local	volunteer for home work	Help SHF find local tutors or be the tutors to help children with their homework.
Prog-112	All		performance review volunteers	Help SHF create a simple form to evaluate the children's performance and behavior before, during, and after the program to assess the benefits of the program.\
Prog-113	Milwaukee, Nashville	Local	check in procedure	Help SHF find someone or be the one to create a database to ensure the security of the children and the program. Database would include check-in and check-out procedures.

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Prog-114	Milwaukee, Nashville	Local	check out procedure	Help SHF find volunteers or be the one to securely check students in and out of the facility. Volunteers would update the database both at check-in and check-out time.
Prog-115	All		identify children id solution	Help SHF find someone or be the one who can design a secure I.D. that is reusable for the children in SHF programs.
Prog-116	Milwaukee, Nashville	Local	Be a Volunteer coordinator	Help SHF find someone or be the one to coordinate the on-site snack and classroom volunteers and issue a schedule of duties.
Prog-201	Milwaukee, Nashville	Local	Finding Dance Instructors	Help SHF find Dance Instructors or be the one with experience in dance. Instructor qualifications will be provided to interested individuals.
Prog-301	Milwaukee, Nashville	Local	Finding Audio Recording Instructors	Help SHF find Audio Recording Instructors or be the one with experience in audio recording. Instructor qualifications will be provided to interested individuals.
Prog-401	Milwaukee, Nashville	Local	Finding Video Recording Instructors	Help SHF find Video Recording Instructors or be the one with experience in video recording. Instructor qualifications will be provided to interested individuals.
Prog-901	Milwaukee, Nashville	Local	Program end of class performance	Help SHF find someone or be the one to organize a one-day end-of-class performance. Experience in event coordination helpful.
Admin-101	All		Prepare contact donor scripts	create and write out the donation thank you script for special occasions
Admin-102	All		Fundraising - Call Donors	Call donors for special fundraising opportunity
Admin-103	Nashville	Local	Volunteer Coordinator	Be the communication center for volunteers at all locations. Need to have heart and be able to manage the volunteer database as well as good people skills for communicating with and supporting volunteers
Admin-104	Nashville	Local	Accounting/Bookkeeping	Accounting background required. Know accounting applications, such as QuickBooks and Microsoft Small Business Accounting. Strong Excel and other office computer skills. Very good skills needed for handling basic accounting practices.
Admin-105	All		Customer services - emails	Good writing skills needed to reply to emails, take notes, update database, and answer general questions. Organize incoming email into excel files. Understand the vision and programs of SHF.
Admin-106	All		Customer services - calls	Return phone calls, take notes, update database; Strong personal skill. Update incoming calls into Excel file. Understand the vision and programs of SHF.

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Admin-107	All		Newsletter - Write News	Strong writing skills needed to provide local news organizations with articles and pictures. Write up local SHF events into interesting news stories. Would-be reporters can use this opportunity to practice their skills.
Admin-108	All		Newsletter - Editor	Do the final editing before articles are submitted for approval. Review all SHF news articles and format them into the final newsletter format.
Admin-109	Milwaukee, Nashville	Local	Local SHF Performance Event Coordinator (Christmas)	Plan and manage a local SHF Christmas event. Event planning experience needed. Project background helpful. Prepare the Event Project Plan, including location, staff, budget, equipment, connection to local organizations, and schedule of the event in detail. Work with marketing people for funding.
Admin-110	Milwaukee, Nashville	Local	Inventory Coordinator for Bicycles and Other Gifts	Manage donations of bikes and other gifts. Work with local performance event coordinator to get funding for gifts. Inventory background needed. Keep track of gifts and match to childrens' needs.
Admin-111	All		Grants Writer	Help SHF to write grants. Grant writing background required. Research grant opportunities or write grants with provided information.