

# L.I.N.K.S. Volunteer Job Descriptions

## Administrative/Session Help

- **Conducted during team meetings:**
  - Prepare L.I.N.K.S. tote bags
  - Make copies of:
    - Participant Guides
    - Model release forms
    - Volunteer interest forms
    - Evaluations
  - If traveling offsite, prepare supply cart with:
    - Pens/pencils
    - Markers
    - Writing pads (either Military OneSource or legal pads)
    - Participant Guides
    - Desk flags
  - Prepare decorations box with:
    - Seasonal decorations (tablecloth, door decorations, centerpieces)
- **Day of Workshop (before it begins):**
  - Arrive at least 1 hour before workshop.
  - Ensure area is clean- wipe down tables, sweep/vacuum if need (if using the classroom upstairs this should have been done at the conclusion of previous workshops).
  - Assist hospitality- set up:
    - Coffee
    - Juice
    - Muffins
    - Plates, napkins, utensils
  - Set up each seat with:
    - Participant Guide
    - Model release form
    - Volunteer interest form
    - Evaluation
- **Day of workshop (when it ends):**
  - Ensure floor, tables and chairs are clean
  - Wipe down tables.
  - Pack up remaining food that is left and bring to the kitchen/trainer's car.
  - Ensure all trash is bagged and removed from training space.
  - Assist trainer with packing up all supplies used during the day.



## **Mentors- trained to teach selected portions of the curriculum**

- Mentors must have completed mentor training AND attended a L.I.N.K.S. workshop.
- Sign up to teach section.
- Verify time with trainer.
- Arrive 20-30 minutes prior to teaching time (please try to stay for the whole workshop, if possible).
- Ensure all props, games, videos, handouts, and other appropriate teaching materials are ready.
- Ensure all media (laptop, projector) are working properly.
- Mingle with participants during breaks.

## **Hospitality**

- Meet with trainer to determine menu of workshops (as needed).
- Arrive at least one hour to start of workshop to set up meals.
- Ensure light refreshments are ready (if dishes are not donated to workshop).
- Arrange to stay until just after lunch to set up lunch and clean up (or appoint another volunteer).

## **Greeter:**

- Assist trainer by greeting and meeting the participants when they arrive.
- Ask them to sign in
- Give them a nametag or erasable name stand and dry erase marker
- Instruct them to take a seat by the paperwork.

## **Historian/Scrapbook/Newsletter**

- Take photos during the workshop
- Ensure that photo release forms are signed.
- Take annual L.I.N.K.S. team photo.
- Take graduation photo of the participants and team at the end of the workshop.
- Take photos of the L.I.N.K.S. team at various events.
- Develop a scrapbook of the various pictures and articles written about the team.
- Contribute to the L.I.N.K.S. section of the MCFTB monthly newsletter with the following sections:
  - Monthly Workshops
  - Upcoming Events
  - Special Highlights
  - Program Updates

