



Empowering Parents | Celebrating Children

Volunteer Needs

Please join our volunteer team! We empower families with the resources to celebrate their children's birthdays!

Pick-up and Delivery volunteers

- In person and driving – Individual, pairs, or groups. See attached document for group deliveries.
- **CRITICAL Volunteer Role**
- Volunteer when it fits your schedule or commit to a specific day of the week/month
- Work with Executive Director, Director of Programing, Volunteer Committee board chair.
- Pick up Birthday Package in Brookside, pick up sweet treat from Manual Tech (Truman Rd.), deliver to agencies.

Volunteer Management

- Virtual volunteer opportunity. Up to 10 hours per month.
- **CRITICAL VOLUNTEER NEED.**
- Work with Volunteer Committee board chair.
- Tasks include – onboarding new volunteers, assign tasks, track hours, recordkeeping, answer questions, etc.
- Comfortable using technology tools.
- Communicate with others who share a passion for our mission.

Sweet Treat Coordinator

- Virtual volunteer opportunity. Up to 5 hours per month.
- **CRITICAL VOLUNTEER NEED.**
- Manage, assign, and schedule sweet treats, a key element of a Birthday Package – cake or cookies.
- Work with the Executive Director, Director of Programs, and the baking partners.

Fundraising/event planning

- Virtual for the most part but may require in person for events. Number of hours will vary.
- Enjoys event planning.
- Team player.
- Work with Development Committee board chair.

Handwritten notes

- Virtual volunteer opportunity. 2 hours per month.
- Has great penmanship.
- Appreciates sending a handwritten note.
- Work with Donor Engagement Committee board chair send thank you notes and birthday cards to donors.
- Supplies provided, including prewritten messages to be copied into cards.

Community engagement

- Virtual volunteer opportunity. Number of hours varies.
- Loves engaging with corporate and local business entities to gain their support and sponsorships
- Work with Marketing Committee and Donor Engagement Committee board chairs.

Marketing

- Virtual volunteer opportunity. Number of hours
- Work with the Marketing Committee board chair.
- Collaborate with other volunteers on the Marketing Committee to develop brand awareness. Newsletter writing and layout, social media, website content, blog writer, storyteller, and much more!

Design

- Virtual volunteer opportunity. Between 5 -10 hours per month.
- Ideal volunteer has graphic design background and/or website design background.
- Multiple opportunities.
- Work with Executive Director and Marketing Committee board chair.

Admin Assistant

- Virtual volunteer opportunity. Up to 5 hours per month.
- Work with Executive Director.
- Ideal candidate has variety of skills, must be comfortable with technology skills.
- Tasks may include inputting data, emails, digital filing, assemble notebooks, scan documents, other tasks as needed etc.

Database Management

- Virtual volunteer opportunity. Up to 5 hours per month.
- Must be comfortable working with technology.
- Work with Director of Programs and Executive Director to manage backend product database .

Assemble Birthday Packages

- In person – semi-regular volunteer opportunity. Up to 4 hours per month.
- Process gift product – unbox, categorize, track inventory
- Assemble Birthday Packages with ordered product to prepare for delivery

Board members and Board leadership

As a young organization poised to move into our next phase of operations, we are seeking community members interested in taking part in building a sound and sustainable organization that will celebrate many Kansas City kids' birthdays, for years to come.

- The ideal board candidate has the time, talent, and passion to work with other board members and volunteers using our strategic plan as our guide.
- Candidates with leadership skills and background are needed to lead committees.
- Our Board of Directors serve two-year terms, attend monthly meetings on the 2nd Monday of each month.
- Number of hours per month will vary.
- Ideal backgrounds include but not limited to:
- Finance, Fundraising, Marketing, Social Work, Media, Nonprofit background, Logistics, Technology, Communications/PR

*If you are interested in learning more about any of the roles
please contact Benita Webber, Founder and Executive Director.*

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