

Volunteer Opportunities at a Glance

One Time and Short Term:

Administrative Support

While the Center uses the internet for much of its communication, we continue to send a great deal through the US mail. Volunteers help us assemble and get out hundreds and sometimes thousands of newsletters, rental packets, and membership renewals. Data entry volunteers help the Center keep track of those who participate in our events. And The Center is seeking a few enthusiastic, hard working volunteers with office skills to help Center staff keep our files and records up to date.

City Collaborations

Collaboration is at the heart of The Center. Every month we reach out to other non-for-profits that need volunteer assistance to meet their goals. If you're interested in connecting with the larger San Francisco community and volunteering not only with the LGBTQ community but also on issue-specific causes, then our City Collaborations opportunity is for you! Specific duties for this opportunity change monthly.

Events Assistance/Outreach and Marketing

Every month we produce or participate in a variety of events both at The Center and away that need volunteer support. Center events include fundraisers, community dialogues, press conferences, and celebrations. Outside events are, for the most part, supported by volunteers but not necessarily organized by The Center; these include outreach at street fairs, collecting donations, organizing The Center's Pride contingent.

Specific Duties:

- Greeters, ushers, ticket takers
- Help collect donations at entry gates
- Decoration
- Food/beverage servers

Marketing opportunities are available within our Economic Development and Facilities Programs.

Opportunities Requiring Training and Longer Term Commitment:

Cyber Center :

Do you like computers & people too? Do you like helping people who are new to computers and want to learn about the internet? The David Bohnett Cyber Center needs personable, computer-savvy people to help provide free/inexpensive computer access to all! The Cyber Center is all volunteer run!

Cyber Center Associate: are the entry level volunteers responsible for keeping the Cyber Center operational.

Min requirements to become an associate:

- **1 hour training and 1 to 3 Shadow Shift(s) based on experience**
 - **Requires mentorship from a specialist and is subject to approval.**
- **Access to E-mail and ability to use Google Groups**
- **Commitment to attend 1 mandatory cultural competency training**
- **Min Commitment 1-2 shifts/month for 3 months (preferred 4-6 shifts/month for 3-6 months)**

Associates are able to:

- Open and close the Cyber Center
- Sign visitors in and out (manage computer access)
- Manage the cash box and take payments for computer use.
- Assist visitors in the use of computers for checking e-mail, composing and printing documents and surfing the internet

Cyber Center Specialist: In addition to keeping the Cyber Center operational. Specialists act as community mentors to visitors and associates. Specialists can provide one on one tutoring to visitors, and can train new associates.

Min requirements to become a Specialist:

- **At least 2 months as a Cyber Center Associate**
- **Attended 3 trainings, including the “Respectful Engagement” workshop.**

In addition to Associate level abilities, Specialists are also able to:

- Open and close the Cyber Center
- Mentor associates
- Schedule 1 on 1 help sessions for visitors
- Take part in the Guru training program.

Cyber Center Guru: Our Gurus are more than just volunteers, they are the experts that have committed themselves to helping the community. Gurus provide trainings, mentorship, one on one help, and advice to the community. Guru's have taken part in advanced cultural competency trainings, and skills based workshops.

Min requirements to become a Guru:

- **At least 2 months as an associate**
- **Attended at least 2 additional cultural competency trainings.**

Cyber Center Guru's are able to:

- Give trainings for the Cyber Center
- Work with staff to develop training curriculum.
- Meet with official visitors to give tours, trainings, and act as good will representatives.

Information and Referral

Do you like to talk to people? Do you know all about the different LGBT political groups, social service organizations, and social clubs who meet in the Bay Area? Or would you like to learn all about them? We need volunteers to assist our Information & Referral/Front Desk staff members with greeting Center visitors and responding to their questions about local LGBT resources and programs.

Our Information and Referral Team is not only a great way to meet new people, but also to learn new skills. Our certificate programs can give you valuable information that can be used in almost any work environment, from conflict resolution and crisis management to active listening skills and customer service skills. Better yourself while making a difference in the community.

I&R Assistant – The I&R Assistant is the entry level for the Information and Referral program. No prior experience is required to work as an assistant.

Min requirements to become an assistant:

- **1 hour introductory training, plus a 3 hour skills building workshop (“Respectful Engagement”)**
- **Commitment to 1-2 shifts a month for 3-6 months (preferred 4-6 shifts per month)**
- **Commitment to attend 1 cultural competency workshop**

I&R Assistants are able to :

- Answer the telephone and direct callers appropriately
- Greet visitors as they enter The Center
- Maintain and update Center information tables, bulletin boards, and publication tables
- Answer basic questions posed by Center visitors, refer all other questions to the I&R Specialist, or a staff member.
- Facilitate communication between visitors, staff members, volunteers, and Center tenants
- Assist the I&R Specialist with updating the Information & Referral database

I&R Specialists are the first point of contact for the Center, and provide a vital link between the Center and the community. Specialists provide information and referral in meaningful and engaging conversations with community members. Specialists also have access to advanced trainings and other opportunities to learn about community leadership.:

Min requirements to become an assistant:

- **1-3 months as an I&R Assistant**
- **Commitment to 2-4 shifts a month for 3-6 months (preferred 4-6 shifts per month)**
- **Attended 3 trainings, including the “Respectful Engagement” workshop.**

I&R Specialists are able to:

- Supervise I&R Assistants
- Approve and oversee items for the information tables, bulletin boards, and publication tables
- Work 1on1 with Center visitors and provide direct referrals to agencies, staff and recourses.
- Respond to prison letters and correspondence.

Senior I&R Specialists are committed and dedicated volunteers who have shown a deep understanding of the needs of the community. With an expertise in communication and leadership skills they act as direct representatives of the Center, offering mentorship, training, and limited case management.

Min requirements to become an assistant:

- **3-6 months as an I&R Specialist**
- **Commitment to 4-6 shifts a month for 3-6 months**
- **Ability to schedule weekly drop in hours for one on one counseling.**
- **Attended 6 Core Skills trainings, and at least 3 Cultural Trainings.**

I&R Specialists are able to:

- Give trainings for the I&R Desk
- Provide limited case management for visitors.
- Work with staff to develop training curriculum.
- Meet with official visitors to give tours, trainings, and act as good will representatives.

SF LGBTQ Speakers Bureau

- The Speakers Bureau is a group of volunteer speakers that speak out and educate students in our schools and community about queer issues. Queer youth, folks of color, gender queer, transgender folks, women, and interns strongly encouraged to apply.
- Prospective volunteers are required to undergo a two-day training that is held on two consecutive Saturdays. Applicants are interviewed before the training.
- To schedule an interview, contact Leigh McLellan at leigh@sfspeakersbureau.org.
- For general information on The Center's Volunteer Program, send an email to volunteer@sfccenter.org or 415.865.5627.
- Thank you for your interest!

Internships: We have a variety of internship opportunities including accommodation for internships for class credit, community service, and professional development.

Min requirements to become an Intern:

- **Attend the "Respectful Engagement" workshop.**
- **Commitment to between 3-6 months involvement with a regular schedule.**

Economic Development

The Center's Economic Development Department is the LGBT Community's source for FREE assistance with: small business development; job searches and career coaching; transgender empowerment, mentoring and employment; financial planning and security; and much, much more. We are looking for people to help us promote and manage our events, including Job Fairs, workshops, and LGBT Economic Empowerment Day. We have a need for volunteers to help us conduct grass-roots marketing and outreach, and we occasionally have a need for data entry and office assistance.

Specific Duties:

- Greeters, event ushers, and visitor liaisons
 - Neighborhood flyer distribution and public outreach
 - Event promotions via email groups and list serve distribution
 - Event logistics volunteers
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KidSpace

KidSpace provides free quality programming for infants, toddlers and school-age children through a variety of social, recreational and educational activities. KidSpace offers free classes, drop-in activities and childcare, playgroups and special events. We are committed to creating a safe, nurturing, educational and fun environment for children of LGBT families and their allies where participants can develop a sense of pride and community with others who share similar experiences.

Assistant Teacher: *This position requires a fingerprint background check via Live Scan (The cost of this is usually around \$20)

Specific Duties:

- Assist KidSpace staff to provide direct childcare to children (ages 0-8)
 - Must be able to commit for at least 3 hours per week for 3-6 months
 - Requires screening interview and fingerprinting
 - Must be able to commit for at least 2 hours per week for 3 months
 - Attend regular planning meetings, assist with necessary follow-up tasks, assist with facilitation of event and activities
 - Must be able to attend regular meetings (usually 1 hour semi-weekly) and/or commit for at least 1 hour per week during planning process and/or commit to attend the event
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Facilities and Maintenance

Are you good with your hands? Do you like to build, paint, or fix things? We always have need for assistance in keeping the building running and in good condition.

Coming Soon- We are developing a number of additional programs including:

Docent Program , Outreach Action Teams, Community Leadership Groups,

New Comer Outreach/Support Programs and much more!

Look for updates soon.