



## San Francisco Lesbian Gay Bisexual Transgender Community Center *Volunteer Opportunities at a Glance*

### **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.

#### Specific Duties:

- Filing
- Data Entry
- Assist with mailings
- Assist Center staff with special projects

### **Center Women Present**

Center Women Present is a queer women's initiative started at the San Francisco LGBT Community Center. CWP serves all self-identified women, including lesbians, queer, bisexual and transgender community members. The program intends to address women's community issues through volunteer-led projects and is shaped primarily by input of community members with the assistance of The Center's staff.

#### Specific Duties:

- Participate in monthly Steering Committee meetings
- Outreach to potential program or event participants by posting flyers, web postings, tabling and through word of mouth promotion
- Help to secure donations of food/drink for CWP events
- Provide logistical support for day of event
- Assist in event set up and clean up

For further information on this opportunity, please check out their webpage at <http://www.centerwomenpresent.org/>.

### **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.

### **Cyber Center**

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

#### Specific Duties:

- Sign visitors in and out
- Manage the cash box
- Assist visitors in the use of computers for checking e-mail, composing and printing documents and surfing the internet

### **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

### **Events/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.

### **Information and Referral Assistants**

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.

Specific Duties:

- 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 staff
- Facilitate communication between visitors, staff members, volunteers, and Center tenants
- Assist staff with updating the Information & Referral database

### **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. Visit us at

<http://www.sfcenter.org/programs/programs.php>.

Specific Duties:

- Assist KidSpace staff to provide direct childcare to children (ages 0-8)
  - Interact with children, set appropriate boundaries, maintain safety of children, help childcare providers with any related tasks
- Interact positively with parents of children participating in program
- Help change diapers as needed and administer snacks.
- Help maintain cleanliness and organization of KidSpace materials and supplies
- Must be able to commit for at least 3 hours per week for 3 months
- Requires screening interview and fingerprinting
- Plan and lead culturally-appropriate drop-in activities for children ages 0-8 (i.e. arts and crafts, sing-alongs, dramatic play/dress-up, music, dance)
- Plan and lead culturally-appropriate Circle Time activities with parents and children (i.e. dance/movement, sing-alongs, music)
- Must be able to commit for at least 2 hours per week for 3 months
- Help plan one-time special events (i.e. Halloween, Cinco de Mayo and Pride) with KidSpace staff

- 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
- Requires screening interview

### **SF TEAM (San Francisco Transgender Empowerment Advocacy & Mentorship)**

SF TEAM, another Center Community Initiative, is responsible for creating and hosting community wide educational, social, cultural and civic activities targeting the transgender community. This program is volunteer-run and depends on the ideas and energy of the organizing committee for its success. Past activities include: Winter T-Dance, Transgender Job Fair, Transgender Pride Awards, participation in planning of the Transgender March and other community building events.

#### Specific Duties:

- Participate in monthly group brainstorm and decision discussions regarding ideas for future activities and evaluation of activities implemented
- Record minutes at SF TEAM monthly meetings
- Outreach to potential program or event participants by posting flyers, Web postings, tabling and through word of mouth promotion
- Help to secure donations of food/drink for events
- Provide logistical support for day of event
- Assist in event set up and clean up

### **SF LGBTQ Speakers Bureau**

The Speakers Bureau is a new 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 by our volunteer coordinator in August 2010.

To schedule an interview, contact Leigh McLellan at [leigh@sfspeakersbureau.org](mailto:leigh@sfspeakersbureau.org).

### **SNAP (San Francisco Newcomer's Assistance Program)**

SNAP is a program for gay and bisexual men who've recently relocated to San Francisco and want to learn about local resources, meet new folks, and remain healthy. SNAP hosts events and workshops that aim to reduce the relatively high incidence of HIV transmission among male San Francisco newcomers. And SNAP builds community among long-time City residents. We have 4 main areas where you can volunteer in which include a buddy program, steering committee, program facilitators and docents and outreach volunteers.

#### Specific Duties:

##### *Buddy Program*

- Get paired up with an SF newcomer to be a buddy
- Get tickets to events to attend with your newcomer
- Time commitment is flexible
- All volunteers must attend a Buddy Volunteer Training

##### *Steering Committee*

- Participate in group brainstorm and decision discussions regarding ideas for future activities
- Assist in determining direction for SNAP as it develops
- Meetings take place once a month

##### *Program Facilitators & Docents*

- Provide logistical support for day of event
- Assist in event set up and clean up

- Assist in volunteer coordination
- Facilitate group outings & some meetings

##### *Outreach Volunteer*

- Represent the Center & SNAP at community events
- Help design & implement promo flyers, posters, web images
- Perform in-house presentations at agencies
- Conduct surveys & street outreach on public health concerns
- Perform web based outreach
- Handle & process sensitive/confidential information

For more information on this opportunity, check out SNAP's webpage at <http://www.sfcenter.org/programs/snap.php>.

**For general information on The Center's Volunteer Program, send an email to [volunteer@sfcenter.org](mailto:volunteer@sfcenter.org) or 415.865.5627.  
Thank you for your interest!**