

Rebuilding Together Anne Arundel County

Volunteer Descriptions





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Preface

A Volunteer is someone who willingly gives of their time and energy. As a Volunteer you deserve thanks for the giving of your time and energy. Without your efforts, Rebuilding Together Anne Arundel County could not exist. We simply would not be able to fulfill the important mission placed upon us.

Thank You

In the following document you will read the descriptions for the Divisions Volunteer positions. Each of us, the Executive Board, Executive Director, Division Chairpersons, and the Volunteers are an integral part of a larger machine. We are, each of us, a cog in a large turning machine. If each cog turns itself, the machine functions flawlessly, if one cog isn't moving then the others have to work harder or become unable to make the machine run.

Each Division Chairperson is the Liaison for that responsibility. Each Division is made up of individuals working within the framework of the Division to accomplish that aspect of the mission.

And, again, as it cannot be said enough, THANK YOU!



Position Description: Division Volunteer – Fundraising Division

Responsibilities: To serve as a volunteer member of the Rebuilding Together Anne Arundel County Board of Directors Fundraising Division.

Rebuilding Together Anne Arundel County hosts 2 major and several smaller Fundraising Events annually. The primary one is our long standing Golf Tournament which is held the 2nd Monday in September.

The other major fundraiser is to be determined by the Fundraising Division Chair and Members.

Several smaller fundraising events annually will allow the Division some leeway and creativity. These can be determined by the Division based on feasibility and Return on Investment (ROI). Fundraisers sometimes are just fun ways to reach a larger audience and inform them of our program and mission.

This Volunteer Opportunity would allow the individual work experience in event planning and coordinating, event budget, return on investment (ROI) prediction, marketing, & profit/loss management.



Position Description: Division – House Captains

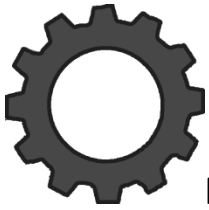
Responsibilities: To serve as a volunteer of the Rebuilding Together Anne Arundel County Board of Directors Division – House Captains.

House Captains are trained professionals who manage a single house project from begin to end. They coordinate with the House Selection Committee to determine the scope of work, project date, and volunteers needed. They are the General Contractor for the project. They order the necessary materials, and coordinate with the Division Chair – Building Industry for discounted and donated materials.

RTAAC hosts several House Captain class trainings, as needed, per year.

Newly trained House Captains will be paired with an experience House Captain for his/her first project.

This Volunteer Opportunity would allow the individual work experience in project management, budget considerations, work crew management, scope of project determination and completion.



Position Description: Division – House Selection Committee

Responsibilities: To serve as a volunteer of the Rebuilding Together Anne Arundel County Board of Directors House Selection Committee Division.

Accepts and logs completed Homeowner Application packets from Admin/Executive Director, or HSC Division Chairperson

Coordinates House Visit and Reports – Inspects the home of the applicant as per the Standard Operating Procedures, to ensure all homes are vetted with the same criteria. Fully Completes “First Initial Visit Report” uniformly and accurately

Garners signatures on the “Homeowner Agreement” before work begins, where applicable

House Selection Committee volunteer training is conducted several times annually, as needed. The HSC volunteer must attend one training prior to vetting homes. HSC visits are always completed by 2 trained persons

This Volunteer Opportunity would allow the individual work experience in Project evaluation and feasibility, budget considerations, client need, and community need.



Position Description: Division – In-Kind Donation & Skilled Labor

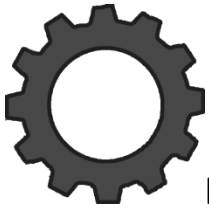
Responsibilities: To serve as a volunteer of the Rebuilding Together Anne Arundel County Board of Directors In-Kind Donation & Skilled Labor (Building Industry Related) Division.

Works with the Division Chairperson to locate, and communicate to AAC area businesses (specifically building related industry businesses) about Rebuilding Together and its mission

Meet with local building business leaders (company owners, managers, decision makers) as well as local MHICs and contractors, to discuss RTAAC, and the opportunities for tax deductible in-kind donations of hours and materials

Use and distribute printed materials about RTAAC and the In Kind Donations program

This Volunteer Opportunity would allow the individual work experience in community relations, marketing, B2B liaison, and business industry networking.



Position Description: Division – Media and Public Relations

Responsibilities: To serve as a volunteer of the Rebuilding Together Anne Arundel County Board of Directors Media and Public Relations Division. This Volunteer Opportunity has many components, and an individual may choose a specific aspect for their specialty.

Coordinates with Division Chairperson to create Press Releases and their distribution

Coordinates with Division Chairperson to create Media Advisories and their distribution

Photographs/films the Project Days, to include the “before” and “after” shots of the project, as well as the homeowner and volunteer crew

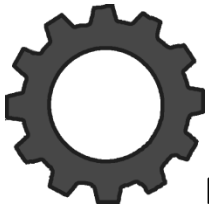
Creates the Video and Digital Media from the project photographs/film – formats for YouTube upload

Makes contacts and networks as Liaison with Division Chairperson for all Local Media

Researches Media and Public Relations opportunities

Implements Media and PR campaigns, to include Social Media (Twitter, Facebook, and Instagram)

Liaison for Division Chairperson for the Media and PR contacts database



Position Description: Division – National RT HQ And Government

Liaison

Responsibilities: To serve as a volunteer of the Rebuilding Together Anne Arundel County Board of Directors National RT HQ Division.

Coordinates with Division Chairperson to establish RTAAC presence at HQ

Makes contacts and networks with Division Chairperson to National RT HQ and other RT Affiliates

Researches National RT HQ opportunities (grants, publicity, discounts, materials, etc)

Researches and helps implement National HQ policies and procedures at RTAAC

Liaison with Division Chairperson for the National RT HQ contacts database

Liaison with Division Chairperson for National RT HQ initiatives

This Volunteer Opportunity would allow the individual work experience in corporate relations on a national level, and government relations working with our local congressmen/women as well as Department of Housing and Urban Development (HUD), and County government agencies (ACDS)



Position Description: Division – Volunteer and Project Day Activities

Responsibilities: To serve as a volunteer of the Rebuilding Together Anne Arundel County Board of Directors Volunteer and Project Day Activities Division. This Volunteer Opportunity has many components, and an individual may choose a specific aspect for their specialty.

Coordinates with Division Chairperson to establish RTAAC Volunteer need

Recruits Individual Volunteers and Groups (Church, Youth Groups, Schools, Civic Groups, Military, etc)

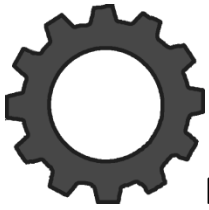
Recruits and assists in the training of House Project Ambassadors

Helps coordinate for Project Day donations of food, and serving supplies

Liaison with Division Chairperson for Volunteer and Ambassador database maintenance

Liaison with Division Chairperson for Volunteer and Ambassador communications (Facebook, Newsletter, Emails, etc)

This Volunteer Opportunity would allow the individual work experience in leadership, event organization, logistic coordination, personnel management.



Position Description: Division – Donation/Sponsorships: Banking Industry

Responsibilities: To serve as a volunteer of the Rebuilding Together Anne Arundel County Board of Directors Donation/Sponsorships: Banking Industry Division.

Coordinates with Division Chairperson to establish Donations /Sponsorships from the AAC Banking Industry

Familiar with the requirements and guidelines for the “Giving Back” policies of local banks

Helps ensure Donation/Sponsorships: Banking contributors receive earned proper Tax Credit Documentation and Sponsorship Package Benefits, award presentation events, etc

Helps implement the best principles of recruiting, thanking and retaining Donation/Sponsorships: Banking contributors

Coordinates with Division Chairperson to establish targeted sponsorship campaigns to include Community Builder, Neighborhood Builder and House Sponsor packages for AAC Banking Industry, and identifies key personnel in the AAC Banking Industry to receive these campaigns

Liaison with Division Chairperson for the Donation/Sponsorships: Banking contributors database

Liaison with Division Chairperson for Donation/Sponsorships: Banking contributors communications (Facebook, Newsletter, Emails, etc)



Position Description: Division – Donation/Sponsorships: Faith Based Organizations

Responsibilities: To serve as a volunteer of the Rebuilding Together Anne Arundel County Board of Directors Donation/Sponsorships: Faith Based Organizations Division.

Coordinates with Division Chairperson to establish Donations /Sponsorships from the AAC Faith Based Organizations

Familiar with the requirements and guidelines for the “Giving Back” policies of local Faith Based Organizations

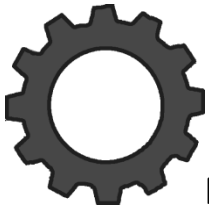
Helps ensure Donation/Sponsorships: Faith Based Organizations contributors receive earned proper Tax Credit Documentation and Sponsorship Package Benefits, award presentation events, etc

Helps implement the best principles of recruiting, thanking and retaining Donation/Sponsorships: Faith Based Organizations contributors

Coordinates with Division Chairperson to establish targeted sponsorship campaigns to include Community Builder, Neighborhood Builder and House Sponsor packages for AAC Faith Based Organizations, and identifies key personnel in the AAC Faith Based Organizations to receive these campaigns

Liaison with Division Chairperson for the Donation/Sponsorships: Faith Based Organizations contributors database

Liaison with Division Chairperson for Donation/Sponsorships: Faith Based Organizations contributors communications (Facebook, Newsletter, Emails, etc)



Position Description: Division – Donation/Sponsorships: Civic Organizations

Responsibilities: To serve as a volunteer of the Rebuilding Together Anne Arundel County Board of Directors Donation/Sponsorships: Civic Organizations Division.

Coordinates with Division Chairperson to establish Donations /Sponsorships from the AAC Civic Organizations (Rotary, Kiwanis, Moose, Elk, Boy & Girl Scouts, School groups, etc)

Familiar with the requirements and guidelines for the “Giving Back” policies of local Civic Organizations

Helps ensure Donation/Sponsorships: Civic Organizations contributors receive earned proper Tax Credit Documentation and Sponsorship Package Benefits, award presentation events, etc

Helps implement the best principles of recruiting, thanking and retaining Donation/Sponsorships: Civic Organizations contributors

Coordinates with Division Chairperson to establish targeted sponsorship campaigns to include Community Builder, Neighborhood Builder and House Sponsor packages for AAC Civic Organizations, and identifies key personnel in the AAC Civic Organizations to receive these campaigns

Liaison with Division Chairperson for the Donation/Sponsorships: Civic Organizations contributors database

Liaison with Division Chairperson for Donation/Sponsorships: Civic Organizations contributors communications (Facebook, Newsletter, Emails, etc)



Position Description: Division – Donation/Sponsorships: Real Estate Industry

Responsibilities: To serve as a volunteer of the Rebuilding Together Anne Arundel County Board of Directors Donation/Sponsorships: Real Estate Industry Division.

Coordinates with Division Chairperson to establish Donations /Sponsorships from the AAC Real Estate Industry

Familiar with the requirements and guidelines for the “Giving Back” policies of local Real Estate Companies

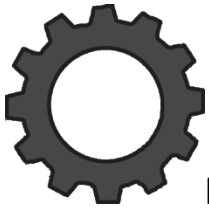
Helps ensure Donation/Sponsorships: Real Estate contributors receive earned proper Tax Credit Documentation and Sponsorship Package Benefits, award presentation events, etc

Helps implement the best principles of recruiting, thanking and retaining Donation/Sponsorships: Real Estate contributors

Coordinates with Division Chairperson to establish targeted sponsorship campaigns to include Community Builder, Neighborhood Builder and House Sponsor packages for AAC Real Estate Industry, and identifies key personnel in the AAC Real Estate Industry to receive these campaigns

Liaison with Division Chairperson for the Donation/Sponsorships: Real Estate contributors database

Liaison with Division Chairperson for Donation/Sponsorships: Real Estate contributors communications (Facebook, Newsletter, Emails, etc)



Position Description: Division – Donation/Sponsorships: Small Business

Responsibilities: To serve as a volunteer of the Rebuilding Together Anne Arundel County Board of Directors Donation/Sponsorships: Small Business Division (non-building industry related).

Coordinates with Division Chairperson to establish Donations /Sponsorships from the AAC Small Businesses

Familiar with RTAAC Small Businesses and networks to acquire cash donations and/or discounts/sponsored donations for Project Day supplies (food, serving supplies, plaques, framed certificates, etc), and RTAAC needed services (rent, phone, storage, etc)

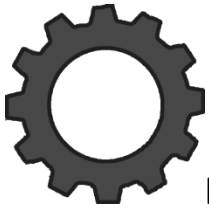
Helps ensure Donation/Sponsorships: Small Business contributors receive earned proper Tax Credit Documentation and Sponsorship Package Benefits

Helps implement the best principles of recruiting, thanking and retaining Donation/Sponsorships: Small Business contributors

Coordinates with Division Chairperson to establish targeted sponsorship campaigns for Small Business packages, and identifies key personnel in the AAC Small Businesses to receive these campaigns (Chambers of Commerce, BWI Partnership, etc)

Liaison with Division Chairperson for the Donation/Sponsorships: Small Business contributors database

Liaison with Division Chairperson for Donation/Sponsorships: Small Business contributors communications (Facebook, Newsletter, Emails, etc)



Position Description: Division – Donation/Sponsorships: Large Business

Responsibilities: To serve as a volunteer of the Rebuilding Together Anne Arundel County Board of Directors Donation/Sponsorships: Large Business Division

Coordinates with Division Chairperson to establish Donations /Sponsorships from the AAC Large Businesses

Coordinates with Division Chairperson to establish targeted sponsorship campaigns for Large Business packages, and identifies key personnel in the AAC Large Businesses to receive these campaigns (Chambers of Commerce, BWI Partnership, etc)

Helps ensure Donation/Sponsorships: Large Business contributors receive earned proper Tax Credit Documentation and Sponsorship Package Benefits (Press Releases, Check Presentation Ceremonies, etc)

Helps implement the best principles of recruiting, thanking and retaining Donation/Sponsorships: Large Business contributors

Liaison with Division Chairperson for the Donation/Sponsorships: Large Business contributors database

Liaison with Division Chairperson for Donation/Sponsorships: Large Business contributors communications (Facebook, Newsletter, Emails, etc)



Position Description: Division – Grants

Responsibilities: To serve as a volunteer of the Rebuilding Together Anne Arundel County Board of Directors Grants Division.

Makes contacts and networks with Division Chairperson for select Grantors

Researches Grant opportunities (USAspending.gov, Maryland State Grants, private association grants, RT affiliate Grants, etc)

Helps with Grant writing and timely application submissions, follows up on applications, ensures grant requirements are met and recorded, ensures appropriate spending of grant monies, oversees timely submission of final reports to Grantors

Liaison with Division Chairperson for the Grantors contacts database.

This Volunteer Opportunity would allow the individual work experience in Grant writing, community relations, establishing and maintaining funding partnerships, learning grant requirements and funding policies.