

NAMI SACRAMENTO VOLUNTEER POSITION DESCRIPTIONS

Note: Training will be provided for all of these positions.

Office Volunteer:

Works in the NAMI Sacramento office providing support with filing, phones, data entry, typing, mailings, making copies and greeting the public. We offer flexible hours on weekdays from 9:00 am to 5:00 pm. Minimum time commitment: one 3-hour period per week.

Occasional/On Call Office Volunteer:

Helps with photocopying and labeling on an occasional basis.

Warmline Volunteer:

Provides telephone support, education and referrals to those affected by mental health challenges. Callers may be individuals in crisis or the people who care for them. Warmline volunteers can take calls from home when convenient for them to be available. Free training will be provided. Minimum time commitment: one 3-hour period per week.

Tabling/Outreach Volunteer:

Helps with NAMI informational tables at local community events. Will directly interact with public to share information about NAMI. Helps with set-up, staffing the table and break-down. Must be able to lift at least 25 pounds to help with set-up. Dates and times vary.

General Meeting Co-Coordinator:

Co-Coordinates the NAMI Sacramento General Meetings, which take place 10 times per year. The coordinators work together to organize and communicate with speakers, ensure details relating to General Meetings are taken care of, and write thank you notes to speakers afterward.

General Meeting Speaker:

Gives a presentation at a General Meeting. Must be an expert on a topic that is related to mental illness.

Writer of Article(s) for Newsletter:

Writes an article occasionally, or one time, for the NAMI Sacramento newsletter. All articles must be related to the topic of mental health. All articles are published at the discretion of the Editor.

Book Reviewer for Newsletter:

Writes book reviews occasionally, or one time, for the NAMI Sacramento newsletter. All book reviews must be related to the topic of mental health. All book reviews are published at the discretion of the Editor.

Newsletter Editor:

Works with office staff, board members and other volunteers to create the monthly newsletter that is sent to our members. Editor will gather articles and content, and design the layout of the newsletter in Microsoft Publisher, proofread and make edits as needed. This is a job that can be done from home and requires a computer with Microsoft Publisher and an internet connection.

Fundraising Committee Member:

Works with staff and board members to oversee the implementation of the fundraising plan as outlined in our Strategic Plan. Seeks to identify potential donors and works and solicits funds from external sources of support.

United Way/CSECC Coordinator:

Usually a member of the fundraising committee takes on this role. The United Way/CSECC Coordinator serves as the contact person for the United Way and CSECC (California State Employees Charitable Campaign) fall campaigns. This involves recruiting speakers and tabling/outreach volunteers in short notice to attend “charity fairs” at various workplaces in the County.

Membership Committee Member:

Develops and implements strategies to increase and retain members.

Community Relations Committee Member:

Works on NAMI Sacramento’s public image and recognition within the community. Many people in Sacramento County have never heard of our services, and we want to make sure that (1) people know about what we do, and (2) we increase awareness about mental health among the public. This committee develops ideas and executes them, including communicating with the local press, radio and TV stations.

Writer of Press Releases:

Writes press releases and submits them to local press, radio and TV stations. Direction will be provided by staff, board and committee members.

Advocacy Committee Member:

Guides the development of NAMI Sacramento’s advocacy policies, procedures and protocols. The committee also promotes advocacy throughout Sacramento County and provides information to the membership and general public regarding important mental health issues and policies. The information is disseminated through meetings, our website and print materials, including our newsletter.

Speaker’s Bureau Member:

Gives public presentations about NAMI Sacramento to a wide array of audiences including service clubs, churches and other community groups.

NAMI Basics Teacher: Training will be provided. Commit to volunteering your time to teach two 6-week classes over the next 2 years.

Family-to-Family Teacher: Training will be provided. Commit to volunteering your time to teach two 12-week classes over the next 2 years.

Peer-to-Peer Mentor/Teacher: Training will be provided. Commit to volunteering your time to teach two 10-week classes over the next 2 years. Small stipend is paid for person’s teaching time.

Family Support Group Facilitator: Training will be provided. Commit to volunteering your time to facilitate a support group once per month for 2 years. Facilitation may be shared with another co-facilitator, and subs can fill in when a facilitator is sick or out of town.

Connection Consumer Support Group Facilitator: Training will be provided. Commit to volunteering your time to facilitate a support group once per month for a year. Facilitation may be shared with another co-facilitator, and subs can fill in when a facilitator is sick or out of town.

Veterans Services Committee: We have begun to do outreach to the veteran community. Need veterans or military family members to work with committee on this.

Graphic Designer – From time to time, create flyers or modify a logo.

Webmaster (currently filled)

Hospitality Committee – make potluck dishes or set up food, set up at general meetings, host the welcome table at general meetings

Affiliation Committee – work with committee to ensure that NAMI Sacramento follows the Standards of Excellence outlined by NAMI National.

Facebook and/or Twitter Coordinator – social networking coordinator

Constant Contact email announcement person – need person who can work from home (needs computer and access to internet) to send out email announcements approx. once per week. It takes about 60-90 minutes to format a message and send it out. We will train the volunteer to use Constant Contact. Volunteer must be very comfortable with using Microsoft Word and preferably has experience with layout, fonts, colors, etc.

Proofreader – periodically need proofreader to review documents, newsletters, invitations, brochures, etc. before they go to print. Someone with excellent grammar and attention to detail is needed for this.

Multicultural Outreach committee – people interested in helping us do outreach to Latino, Asian, African American, Native American and other communities. We especially need people who are members of those minority communities to help us reach those communities.

Church/Faith Community Outreach – people interested in helping us do outreach to churches and faith based groups.

Event photographer – Sometimes we need a volunteer to take photos at our various events (NAMIWalk, General Meetings, etc.)

NAMIWalk Committee Member of Key Volunteer: See NAMIWalk Volunter Position List (attached)