



# Volunteer Fair Organization Profile-EXAMPLE

April 14, 2015 at Columbia State Community College

**Organization Name:** The Family Center  
**Organization Location:** Maury County, 921 Beckett St.  
 Columbia TN 38401  
**Phone:** (931) 388-3840  
**Web Address:** [www.familycenter.org](http://www.familycenter.org)

**Social Media** FB- The Family Center, Twitter—TFC of Maury County, Instagram- thefamilycenter

**Company Mission:** Empowers individuals to break the cycle of poverty

**Notes to Volunteers:** Please call in advance of your arrival to make sure that no other programs or events conflict with your volunteer efforts and to verify that we have jobs ready for you to do. Thank you.

To encourage student interaction, we have decided to use colored balloons to indicate the types of volunteer activities students may participate in through your organization. Each organization will be given **5 balloons** to be tied to the booth. Choose the colors that best describe the volunteer activities available at your organization. Write the desired number of balloons in each box.



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**Volunteer Opportunity A:** Assist with a “Lunch and Learn” by cooking, serving and cleaning up

**Length of Job:** Third Thursday of every month 10 am – 1 pm.

**Special Instructions:** Bring an apron and dress comfortably.

**Type of Work:** Inside, cooking and cleaning

- |  |   |
|--|---|
| <input type="checkbox"/> Cleaning and Organizing | <input type="checkbox"/> Office Work                    |
| <input type="checkbox"/> Construction Projects   | <input type="checkbox"/> Yard Work/Exterior Maintenance |
| <input type="checkbox"/> Elderly Care/Support    | <input type="checkbox"/> Youth Development and Outreach |
| <input type="checkbox"/> Health Services         | <input type="checkbox"/> Other: _____                   |

**Volunteer Opportunity B:** Ring Bells as part of the Salvation Army Fundraising

**Length of Job:** Seasonal Work:

Starting the Friday after Thanksgiving through Christmas; 2 hour shifts at local stores.

**Special Instructions:** Dress warmly, wear comfortable shoes and may bring your own stool to sit on.

**Type of work:** Exterior

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|--|---|
| <input type="checkbox"/> Cleaning and Organizing | <input type="checkbox"/> Office Work                    |
| <input type="checkbox"/> Construction Projects   | <input type="checkbox"/> Yard Work/Exterior Maintenance |
| <input type="checkbox"/> Elderly Care/Support    | <input type="checkbox"/> Youth Development and Outreach |
| <input type="checkbox"/> Health Services         | <input type="checkbox"/> Other: _____                   |

**Volunteer Opportunity C: Maintain the Community Garden**

**Length of Job:** Seasonal Work: spring through fall; 1- 2 hour shifts

**Special Instructions:** Wear comfortable clothing that may get dirty. Bring own garden gloves. Garden tools and trash bags provided.

**Type of work:** Exterior

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|--|---|
| <input type="checkbox"/> Cleaning and Organizing | <input type="checkbox"/> Office Work                    |
| <input type="checkbox"/> Construction Projects   | <input type="checkbox"/> Yard Work/Exterior Maintenance |
| <input type="checkbox"/> Elderly Care/Support    | <input type="checkbox"/> Youth Development and Outreach |
| <input type="checkbox"/> Health Services         | <input type="checkbox"/> Other: _____                   |

**Volunteer Opportunity D: Organize Donated Items**

**Length of Job:** Items are dropped off frequently and need to be sorted and added to the pantry and clothing/gifts area.

**Special Instructions:** Wear comfortable clothing. You may wish to bring work gloves as items may be dirty.

**Type of work:**

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|--|---|
| <input type="checkbox"/> Cleaning and Organizing | <input type="checkbox"/> Office Work                    |
| <input type="checkbox"/> Construction Projects   | <input type="checkbox"/> Yard Work/Exterior Maintenance |
| <input type="checkbox"/> Elderly Care/Support    | <input type="checkbox"/> Youth Development and Outreach |
| <input type="checkbox"/> Health Services         | <input type="checkbox"/> Other: _____                   |

**Volunteer Opportunity E: Special Event Support**

**Length of Job:** The Family Center hosts many events throughout the year. For example, the “Back to School” where students are outfitted with a uniform, receive a backpack of supplies, get a haircut and may play in a carnival-like atmosphere. We always need volunteers to make these events a success. Check back throughout the year for other event opportunities.

**Special Instructions:** Wear comfortable clothing. Work gloves as items may be dirty.

**Type of work:**

- |  |   |
|--|---|
| <input type="checkbox"/> Cleaning and Organizing | <input type="checkbox"/> Office Work                    |
| <input type="checkbox"/> Construction Projects   | <input type="checkbox"/> Yard Work/Exterior Maintenance |
| <input type="checkbox"/> Elderly Care/Support    | <input type="checkbox"/> Youth Development and Outreach |
| <input type="checkbox"/> Health Services         | <input type="checkbox"/> Other: _____                   |