

Volunteering for NEST

North East Seattle Together will rely largely on volunteers. Your energy and enthusiasm are needed to launch this project. You can share your talents with neighbors once we are operating.

If you are interested in becoming a volunteer, please complete the form and return it electronically by resaving it with your name as part of the filename (*yourname* volunteer form) and emailing it to: volunteer@nestseattle.org or by printing and mailing it to: **NEST • Volunteer Coordinator • P.O. Box 51009 • Seattle, WA 98115.**

A volunteer coordinator will call you. You can also call 206-525-4754 to learn more about volunteering.

First Name _____ Last Name _____ Email _____ Phone _____

Street Address _____

City _____ State _____ Zip _____

Below are some examples of what NEST volunteers can do. Please mark any you might be interested in.

Pre-Launch Jobs

Accounting

_____ **Accountant:** CPA to manage financial records and reporting.

Communications

_____ **Writer/Editor:** Prepare newsletter articles, brochures and other information pieces on NEST.

_____ **Photographer:** Photograph community events and keep electronic database of pictures.

_____ **Graphics designer:** Design/update the NEST look for various publications.

_____ **Neighborhood newsletter coordinator:** Keep track of deadlines for articles in neighborhood newsletters and supply copy provided by the Communications Committee to newsletter editors.

_____ **Database developer/maintenance:** Design/maintain the NEST management information system.

_____ **Website maintenance**

Development/Fund Raising

_____ **Grant writing**

_____ **Contact philanthropic individuals and groups**

_____ **Neighborhood host:** Invite small group of friends/neighbors to your home to learn about NEST.

_____ **Solicit donations from local businesses**

_____ **Marketing advisor**

Get the Word Out About NEST

_____ **Flyer coordinator:** Coordinate monthly updates around the community at coffee shops, clinics, stores, or any public bulletin boards. Enlist the help of high school students through their school public service requirement and other volunteers who step up to handle their neighborhood.

_____ **Flyer updater:** Replace outdated flyers in a limited area. Find new flyer locations.

_____ **Community council meeting coordinator:** Keep track of community council meetings and contact council leaders about speaking or having an information table at their meetings. Schedule NEST speakers/table staff for meetings.

_____ **Faith-based community contact:** Make connections with local faith-based communities.

_____ **Library information meeting assistant:** Help with set up/clean up and greet attendees at welcome table.

_____ **Neighborhood meeting staff:** Staff a table at neighborhood fairs and other events to share information about NEST.

_____ **Speak at community meetings:** Present information about NEST at community meetings or faith-based community gatherings.

NEST Office

_____ **Office Staffing:** Data input, maintain mailing lists, and other information coordination

_____ **NEST flyer coordinator:** Update monthly flyer with new library meeting date, send off for copying, and act as flyer distribution point.

Service Contractor Organization

_____ **Lead or staff:** Identify systems for vetting home maintenance, home health care, and other contractors for NEST member referral.

Post Launch

This list may vary somewhat as volunteers with special skills step up to help.

All volunteers must agree to a security check by the Washington Highway Patrol.

Transportation

- _____ **Driver:** Pick up and return members to their homes. Help with packages as needed. Trips might be to the doctor, grocery, other stores, or social or educational events. Some drivers may have a regularly scheduled time. Others may be available as needed, and as their schedules permit. Prior to driving, each volunteer must submit to a security check, and provide a valid copy of his/her driver's license, car registration, and insurance that will be kept on file.

In-home Assistance

- _____ Help with paperwork, insurance forms, bills.
- _____ Help with minor housekeeping chores: flipping mattress, changing light bulb, hanging curtains.
- _____ Visit a member by phone or in person on a regular schedule.
- _____ Provide/teach skills such as digital photography or organizing storage.
- _____ Move garbage and recycle cans weekly.

Light Home Maintenance/Yard Work

- _____ Conduct minor repairs.
- _____ Assess repairs and help with recommendations.
- _____ Sweeping or shoveling walks occasionally.
- _____ Offer gardening advice and recommend landscaping help.
- _____ Occasional yard clean up by individual or group.

Pet Care

- _____ Dog walking.
- _____ Take animals for vet visits.

Electronics

- _____ Computer consultation: Set up email, troubleshoot minor problems, install software.
- _____ Reset clocks, check smoke detector.

Safety

- _____ Conduct home safety audit.
- _____ Assist in making block watch connections and developing emergency response phone tree.

Social/Educational/Physical Fitness Events

Events will be selected and organized primarily by NEST members.

- _____ Teach a class, lead a discussion group.
- _____ Coordinate an event.

Office Support

- _____ Handle phone calls, mailings, filing.
- _____ Enter information into database.
- _____ Coordinate information collection for specific purpose such as volunteer security checks.

Communications

- _____ Writer/editor/photographer/graphics designer to provide information to the community and members.
- _____ Database and website maintenance.
- _____ Edit a monthly newsletter for members.