



VOLUNTEER OPPORTUNITIES

Position	Duties	Time Requirements	Qualifications
Skills Instructor/ Virtual Hangout Facilitator	<ul style="list-style-type: none"> Instruct a class of adults with developmental disabilities in learning professional skills, life skills, or hobbies <ul style="list-style-type: none"> -Professional etiquette -Dress for success -Stress Management -Technology -Finance -Cooking -Music/art -Dance 	<p>M-F Between 9am-3pm</p> <p>Class sessions are up to 1 hour long</p>	<p>Comfortable with presenting and public speaking</p> <p>Patience, adaptability</p> <p>No teaching experience needed</p>
Job Club	<ul style="list-style-type: none"> Present insight about your occupation to a small group of job seekers If possible—provide a workplace experience (shadowing, job trails) exploring your line of work Some industries we'd like to have represented are animal care, mechanics, laboratory work, retail, food, warehouse, tech, child care, podcasting, and creative writing 	<p>M-F Between 9am-3pm</p> <p>Sessions are up to 1.5 hours</p>	<p>Comfortable with presenting and public speaking</p> <p>Patience, adaptability</p>
Mock Interviews	<ul style="list-style-type: none"> Join a panel of mock interviewers Volunteers will have access to a list the candidates resume and a list of sample interview questions Provide feedback to job seekers using our evaluation form following the interview Feedback forms are given to SEEC staff and highlight the job seeker's strengths and areas of improvement 	<p>Virtual: quarterly</p> <p>In person event: held twice a year</p> <p>Flexible (sign up for times that work with your schedule)</p>	<p>Interviewing experience preferred but not required</p> <p>Patience, adaptability</p>
Agency Support	<ul style="list-style-type: none"> Videographer for specific projects Photographer for SEEC events Translator (priority: Spanish & ASL) Event/Fundraising Crew Administrative support 	<p>As needed basis</p> <p>Schedule varies</p>	<p>Experience in the position of interest preferred</p> <p>Confidentiality</p>
Quality Advisory Council Member	<ul style="list-style-type: none"> Helps ensure that people receiving supports from SEEC are living lives of their own choosing and working towards their goals and dreams. Your findings and recommendations ensure that the people SEEC supports have a good quality of life 	<p>Quarterly meetings</p>	<p>Confidentiality</p> <p>Desire to be a positive force for change</p>

<p>Human Rights Standing Committee Member</p>	<ul style="list-style-type: none"> • Ensure that policies, programs and activities of SEEC are consistent with the rights and dignities of the people SEEC supports • Promoting innovative, quality support services • Viewing complaints of human rights violations and actions taken to correct and/or remedy such violations 	<p>Quarterly meetings</p>	<p>Confidentiality</p> <p>Passionate about the rights of people with intellectual and developmental disabilities</p>
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SEEC is a Student Service Learning (SSL) Approved Organization