

If you see a volunteer opportunity that you are interested in, please contact info@girlsrockdc.org or communications@girlsrockdc.org - we'll get you in touch with the right folks as soon as possible!

TEAM DEVO NEEDS YOU!

(in a parallel, duller universe Team Devo would go by the name of **Fundraising** and **Development** Committee)

We are currently seeking help with:

Prospecting Investigating grant opportunities that may be appropriate for Girls Rock! DC.

Showcase Sponsorships Soliciting sponsors (selling ad space) for the showcase program, including Rock n' Brunch.

Partnerships Nurturing relationships with organizations that could be helpful/mutually beneficial to Girls Rock! DC. This can include seeking out organizations in our community as well as In-kind/ProBono opportunities.

Fundraising Event Management Handling support/communications with anyone holding a fundraiser for Girls Rock! DC. This can include providing the necessary literature and email sign-up sheets and coordinating table staffing and/or merch as well as logos for posters and communications/PR support. The final step is following up to be certain the funds are collected and turned into the treasurer and thank-you acknowledgements are sent to the right people.

Merchandise Specialist At special events, we need staff to manage the merchandise table, network on our behalf, ensure inventory is stocked and returned, and funds are accounted for in a professional manner.

If you see a volunteer opportunity that you are interested in, please contact info@girlsrockdc.org or communications@girlsrockdc.org - we'll get you in touch with the right folks as soon as possible!

ADMINISTRATIVE (aka ADMIN) COMMITTEE NEEDS YOU!

We are currently seeking help with:

Data entry

Data entry of camper pre- and post- camp surveys

Filing and office organization

We need someone to oversee our filing systems, organize our physical supplies, and help set up our current office space to be a more comfortable and effective workspace

External communication

We need folks who can consistently do the following tasks:

1. Check and clear GR!DC voicemail
2. Check and clear GR!DC general inbox email, and distribute emails to the appropriate committees
3. Go to post office box at 14th and T Streets and distribute contents to the appropriate committees

Accounting

We are seeking a Certified Public Accountant or someone with general finance experience

We are also seeking folks who are willing to:

Enter in receipts and accounting forms and helping track checks, etc.

Organize hard copies of receipts and other documentation for taxes.

If you see a volunteer opportunity that you are interested in, please contact info@girlsrockdc.org or communications@girlsrockdc.org - we'll get you in touch with the right folks as soon as possible!

PROGRAMMING COMMITTEE (aka PROGCOMM) NEEDS YOU!

We are currently seeking:

Point/Co-Points

Oversee and manage all Prog Comm activities. This is a 'big picture position' that requires the ability to consistently stay in communication with other committees about the progress and timing of tasks. Make sure tasks are completed on time (according to Backwards Plan schedule) and are of usable quality. Requires considerable interfacing with the Volunteer and Leadership Committees. Tasks will already be outlined in the Backwards Plan.

Camper Guidebook Gurus

Solicit and collect new submissions of writing, art work, instruction/educational materials, copy editing. Layout and design help is also appreciated. Comparison shopping for local printing facilities is helpful, too.

Training Task Force

Experienced trainers are especially welcome!

Update and revamp volunteer trainings, particularly the big volunteer orientation. Especially need to look at how we share important information about camp mission, goals in a way that does not overwhelm volunteers or require them to sit and be talked at for hours on end. How can we make all of our trainings shorter *and* more effective?

Instrument Instruction Steering Sub-Committee

Curricula Developers/Reviewers

Have experience in music ed? Help us continue to improve the quality of instrument instruction provided at camp! Particular focus on making sure campers have access to information that will help them succeed in band practice.

Instrument Instructor Coordinator

As soon as volunteers get their camp-week assignments, they will need assistance getting in contact with co-teachers. This job entails making phone calls and sending emails to camp-week instructors and getting them

If you see a volunteer opportunity that you are interested in, please contact info@girlsrockdc.org or communications@girlsrockdc.org - we'll get you in touch with the right folks as soon as possible!

access to any tools/materials they need to successfully plan their classes.

Instrument Instruction Related Guidebook Content

Instruction materials included in the camper guidebook will need to be updated for GR!DC camp 2012. May require interfacing with instrument instructors.

Workshop Instructions Curricula Reviewers

Have curriculum development/youth experience? Help us continue to make our workshop programming stronger each year. We need people to recruit talented workshop leaders throughout the year. We especially need folks in the months of May/June/July to review submitted curricula and offer support to workshop leaders in the form of ideas for differentiated instruction and meeting the needs of all age groups.

Camp Week Logistics Coordinator

Oversee projects such as the daily and weekly camp schedule, counselor clip boards, etc. This person (or people) will need to be onsite during camp week to make sure all AM & PM assembly roles are filled in addition to being available to handle any logistical questions/issues as they arise.

Camp Week Band Booker

Book local, relevant and diverse female-focused bands and musical groups from the local community to provide lunch time entertainment. Strive to represent an array of genres. Coordinate bands on the day of performance and help with load in/load out, check-in, make sure they get lunch, etc.

Ladies Rock Camp research/programming:

Talk to other GRCA affiliates with established ladies' rock camps to determine which structure works best for our community. Plan logistics/programming for ladies' rock camp. Recruit local instrument instructors and band coaches. Work with Communications Committee to get the word out about this new project/fundraiser.

If you see a volunteer opportunity that you are interested in, please contact info@girlsrockdc.org or communications@girlsrockdc.org - we'll get you in touch with the right folks as soon as possible!

COMMUNICATIONS COMMITTEE (aka COM COM) NEEDS YOU!

We are currently seeking help with:

Communication Committee Points: The ComCom Point(s) report back to Girls Rock! DC Leadership to synchronize with and support other committees. They also schedule the Communications Committee meetings, divide up tasks and keeping everyone in the loop. For instance, if the Volunteer Committee needs a recruiting event, we can help them send out an Email, maybe post something on the Website, take some Photos, make some flyers that the Street Team can pass out, etc.

Specific, non-point tasks:

Public Relations ComCom manages press releases - a press list, distribution, follow up, and at camp, Media Day. Very few press releases are typically needed until we get up to camp, but the more events we plan and participate in, the more active we can be in PR. It's also helpful to have a PR person tracking down our results - any articles posted about us online that we can include in our Media page on the website for people to see.

Website updating/Social media ComCom uses Wordpress content management to update the website. Updates to Twitter, Tumblr, Vimeo. Also posting these links to Facebook and monitoring other updates to Facebook, although we have a lot of admins on Facebook. We also have MySpace, Flickr and YouTube pages that are not in use. There is a lot of correspondence with other Committee Points necessary.

Email management ComCom takes care of sending out emails for other committees - keeping our messaging in a certain rhythm, letting people on our general interest list know what we're up to. As camp gets closer, messages get more frequent. In addition to scheduling, it's helpful to be able to proofread/edit, and design skills would be awesome. We also manage the branding of these emails, to keep a consistent look to all our emails. There is a lot of correspondence with other Committee Points necessary.

Information Technology

ComCom has also been the manager of the IT of GRDC - GoogleGroups and Google addresses, as well as handling our site hosting, so knowing Google's back end and understanding Huddle, our file management system online, would be extremely handy.

If you see a volunteer opportunity that you are interested in, please contact info@girlsrockdc.org or communications@girlsrockdc.org - we'll get you in touch with the right folks as soon as possible!

Publications We are facilitators for design and printing. The Camper Guidebook and the Showcase Program specifically, gathering the info from other committees, then creating the design and managing the printing. It's imperative to know about publication design, so you can gather the proper files and output the right files for the printer. And you must be able to work fast.

Street Team management ComCom is the hub of a street team, used to hand out flyers at stores and community centers. We're responsible for creating or soliciting designs, duplicating and distributing flyers for any and all events that could use this kind of support. It's helpful to have a copy center you like to work with, and be willing to handle the invoice management - occasionally having to front your own cash to get things copied, and later getting reimbursed by the Leadership Team. It's also good if you know a bit about design and can distribute the appropriate logo files to be included in new designs, and can make sure that the right files are getting to the printer.

Photo/Video

We have a lot of photos to manage, a lot of video to collect and distribute. We could use someone who knows about photo permissions and rights as well as someone who can edit and duplicate video. We also have a Vimeo channel with very little on it, a YouTube channel unused and other videos placed online that are not ours that we may be able to collect somewhere.

If you see a volunteer opportunity that you are interested in, please contact info@girlsrockdc.org or communications@girlsrockdc.org - we'll get you in touch with the right folks as soon as possible!

THE EQUIPMENT COMMITTEE NEEDS YOU!

Description of Committee

The Equipment Committee is in charge of the acquisition, maintenance, and distribution of equipment (including instruments, amps, DJ equipment, etc.).

Committee Responsibilities

Pre-Camp

- o Maintain an accurate, up-to-date inventory list of GR!DC's equipment
- o Oversee the instrument library/loan program
- o Help coordinate instrument/equipment donation drives
- o Cooperate with Admin Committee in the purchasing of new (and used) equipment
- o Oversee provision of equipment for GR!DC events (instrument shares, workshops, etc.)

Camp Week

- o Weekend before camp: Oversee moving of equipment from storage to camp location, test equipment; repair/replace broken equipment; replace strings, drum heads, etc. as needed; apply new labels to all equipment
- o Monday through Friday: Ensure that all instruments, amps, and equipment are labeled accurately with camper's name, room #, etc.; move equipment from instrument instruction rooms to band practice rooms mid-day and vice versa at the end of the day; on Friday, oversee packing of truck for showcase and gathering of equipment to return to storage
- o Saturday (Showcase): tune and prepare instruments and equipment backstage prior to the show; ensure that equipment is set up properly for each band/DJ crew; make sure that all equipment is loaded back into the truck after the show; for campers whose parents have filled out the proper paperwork for instrument loans, make sure

If you see a volunteer opportunity that you are interested in, please contact info@girlsrockdc.org or communications@girlsrockdc.org - we'll get you in touch with the right folks as soon as possible!

the kids get the correct equipment to take home; oversee transport of equipment from Showcase back to camp site.

- o **Sunday:** Oversee quick inventory of equipment and transport of equipment back to storage facility.

Volunteer Roles

- **Head Roadie**—Oversees roadies during camp week, ensures that equipment is functional and makes sure it gets to where it needs to be. Works year round with Equipment Librarian to ensure that equipment is maintained/repared and manage equipment donations and purchases (including determining what kinds of new equipment are needed).
- **Roadies**—Come for the week of camp and help us move and maintain our equipment.
- **Recording Techs**—Record bands and DJ crews on Thursday of camp week so campers can listen and practice at home before Showcase.
- **Stage Manager and Assistant Stage Managers for Showcase**—Oversee the backstage happenings at the showcase and make sure it all runs smoothly.
- **Equipment Librarian**—Oversees the year-round instrument loan program (for campers and volunteers), ensures that equipment inventory spreadsheet is accurate and up to date.
- **On-Call Gear Gurus**—Throughout the year, GR!DC holds numerous events that require equipment (e.g., instrument shares), and we'd love to keep a list of folks we could contact for help moving and setting up equipment for these events.

If you see a volunteer opportunity that you are interested in, please contact info@girlsrockdc.org or communications@girlsrockdc.org - we'll get you in touch with the right folks as soon as possible!

VOLUNTEER COMMITTEE (Volcomm) NEEDS YOU!

We are currently seeking:

Volunteer Committee Co-Points (2)

- Scheduling meetings with committee members
- Tasking members and checking if tasks are completed and properly resourced
- Recruiting committee members and general volunteers
- Checking in with other committee points re their volunteer needs
- Keeping calendar/to-do list of all volunteer trainings, orientations, events and recruitment
- Maintain Vol Handbook, Application, etc.
- Respond to vol inquiries and concerns
- Make sure event checklist completed for vol events
- Have fun! and share the fun!

Volunteer Committee Members

- Help recruit awesome people for year-round and camp week volunteer roles
- Help manage database and background screenings for camp week
- Help table at information table for various events--recruitment, fundraisers, etc.

If you see a volunteer opportunity that you are interested in, please contact info@girlsrockdc.org or communications@girlsrockdc.org - we'll get you in touch with the right folks as soon as possible!

FOOD TEAM COMMITTEE needs you!

The Food Team feeds lunch to volunteers each day of camp and offers twice-daily snacks to campers. Food Team also helps feed volunteers at the afterparty and supplies breakfast for training days and cleanup days.

We are currently seeking help with:

Food Team Point - Manage and motivate a pre-camp team of about 5 people to make an attack plan and keep everyone on task (PRE-CAMP, about 4 months out)

3 pre-camp committee folks - Each one manages a task below, probably with another volunteer or 2. This is a great job for people who can't actually attend camp. (PRE-CAMP, about 4 months out)

3 at-camp committee folks - 3 or so people who CAN be at camp all week to handle the nuts, bolts, and Tofutti distribution :) (CAMP-WEEK)

After-party coordinator - Solicit and manage getting food for the Afterparty This is a great job for people who can't actually attend camp. (PRE-CAMP & SHOWCASE DAY)

Committee Role Breakdown:

- A. Someone to manage soliciting local restaurants and caterers, Whole Foods/etc. for food for 100 volunteers for 5 days of camp lunches (PRE-CAMP)
- B. Someone to solicit and wrangle getting donated snacks for campers for camp week (about 1,000 total snacks) (PRE-CAMP)
- C. Someone to solicit donated bagels and breakfast items for volunteers

If you see a volunteer opportunity that you are interested in, please contact info@girlsrockdc.org or communications@girlsrockdc.org - we'll get you in touch with the right folks as soon as possible!

and to manage pickups of them (PRE-CAMP)

If you see a volunteer opportunity that you are interested in, please contact info@girlsrockdc.org or communications@girlsrockdc.org - we'll get you in touch with the right folks as soon as possible!

- D. Three to four dedicated Food Team people who can be onsite all camp week to manage the flow of all this and work the kitchen and snack cart. (CAMP WEEK)
- E. Someone to solicit and manage details of getting catered food to the Afterparty (we have a small budget for this) (PRE-CAMP and SHOWCASE DAY)

NOTES:

** We also have and would like to continue incorporating volunteer-made lunch elements into the mix, but our goal is to have that be the icing on the vegan cake instead of our primary mode of feeding people, since it's labor intensive and catered donations are more consistent and easier to manage.

** Camp-week volunteers with cars are particularly helpful when it comes to getting the food to camp.