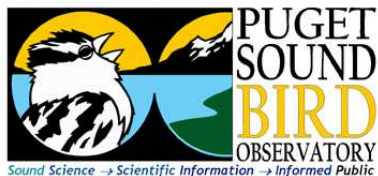




Volunteer Opportunities Administrative

Role	Skills / Talents	Time Commitment	Job Description
Membership communications	Organized; Detail-oriented	Year-round, mainly during mailings	Here's a job that needs regular but brief attention. Help us stay on top of our member renewals, printing and sending out thank you notes and helping with 2-3 mailings per year.
Board member esp Secretary	Dedicate time and thought to running PSBO	5-10 hrs/month	Want to start doing something about bird conservation rather than just talking about it? PSBO board membership offers a chance to guide our development and use your people skills. Our secretary position is great for you if you like organizing documents and keeping track of what's going on.
Action item list manager/Task manager	People-person; organized	1-2 hrs/week	One of the toughest aspects of an all-volunteer organization is to keep volunteers engaged. This job is for someone who doesn't mind asking fellow volunteers to follow through with projects they've started. Task manager sounds better than taskmaster, doesn't it?
Policy writing	Writing, systems mgmt.	Occasional	Release your inner bureaucrat -- yes, that person is in there somewhere too, and this is a chance to use those skills to support a cause you believe in.
Organize Photo library	Visual, organized	One-time project	Do you like turning stacks of photos into stories? Help PSBO turn our photo library into stories to excite other potential PSBO supporters.
Organize PSBO documents	Organized; Detail-oriented	One-time project	If your inner bureaucrat does not like to write, here's a great chance to apply those skills to another critical function.
Committee members	Good ideas & leadership skills	4-5 hrs/month	Are you brimming with ideas but no one seems to listen to you? Our committees (training, development, website and one for each field project) need your ideas, involvement and leadership. Ideally, our committees come up with plans and bring proposals to the board for review. The board considers the ideas and helps to achieve the goals for the ones they adopt.



Volunteer Opportunities Website / Outreach

Website			
Role	Skills / Talents	Time Commitment	Job Description
Website Design	Web, design, creative	Sig. time early on, then less so	Frustrated with crappy websites? Create website layout & style to improve PSBO's presentation on our website. Work with people developing web content & maintaining the website as a team.
Website maintenance	HTML	5-10 hrs/month	Broaden your skills & learn by doing! Apply basic html in a simple website layout by adding content prepared by others, including setting up links, adding pages, formatting text, & inserting pictures. Lots of room for creativity! Requires a regular commitment & occasional meetings w/ team members.
Event Calendar Maintenance	Organized	1-2 hrs/week	Do you make lists of things to do? Do you make lists of lists? Use that energy to help PSBO volunteers get things done.
Content development	Research, writing	variable hours	PSBO has ambitious goals for the content on our website, including short articles, data entry pages, map-based applications and legal information. Some of these are complicated projects, some are straight-forward. Meet with web team members to choose a project & see how far you can go.
Newsletter executive editor	Writing, editing, people person	5-10 hrs/month	PSBO will soon launch a regular update for our members about our activities. You could launch an illustrious editorial career by assembling a few short pieces on our field work, a volunteer's experiences, and progress on our projects every few months. Or do just one issue as a guest editor. Consult with board members for advice and tap our volunteer writers for content.
Writer	Research, writing, bird-knowledge	Ongoing	Suffering from writer's block? What you need is a topic & a deadline! Together we'll develop short to longer articles and adapt them, as needed, for our newsletter, website or blog. Possible topics include: "Caspian Tern colony management in WA"; "USDA avian pest removal: who does the work how many birds are affected"; "wind power and birds in Washington"; or "Geoduck farming on Puget Sound tidelands: who's studying the impacts on birds?" Bring your own ideas!
Outreach			
Write press releases and short news items	Technical Writing	Occasional	Do you have good writing skills and enjoy learning about what's new in bird research? We need a writer to summarize our work and put it in a succinct, interesting, short-letter or one-page format for a varied audience.
Outreach booth staff	Extrovert, enthusiastic	Occasional	Help pull together displays & talk to the public about PSBO at festivals and events. This may allow you to attend fee-based events for free
Graphic design and art	Visual arts	Occasional	Maybe there's an artist within you that needs to express itself! Now and then we could use graphic materials to advertise events like our bander training class or volunteer events. Build your portfolio by designing a poster or T-shirt. We'll put it to good use!
Develop banding demonstrator manual	research, writing	One-time project (big)	Practice your writing and deepen your avian knowledge: we're working on an ornithology primer to serve as background material for demonstrators at banding stations, but the chapters need to be researched and written. This is a big project, but you will learn a ton about bird biology and practice accessible yet technical writing.