

Be Inspired! Be Involved!

Volunteer Positions Needed for BYA

#	Title	Committee	Description	Preferred Knowledge /Experience	Essential Skills & Resources	Local	Hr/ wk
Administrative Function							
1	Database Maintenance	Administrative	Enter and maintain all membership, sponsors, and guest database.	Query / Data entry	Computer		2
2	Historian/Record Keeper	Administrative	Keep records of all BYA activities to assist in grant funding qualification, newsletter, & public relations	Writing & Record Keeping	Computer		2
1	Legal Consultant	Administrative	Consult BYA on legal issues & review liability statements	Lawyers. Legal knowledge.			1
1	Tax Consultant	Administrative	Consult BYA on tax exempt rules	Tax knowledge			1
1	Flyer Designer	Administrative	Design event flyers, brochures, promotional materials for BYA	Graphic design	Graphic Design SW		2
1	Website Designer	IT Support	Design BYA website	Web design	Computer & Internet		2
1	Website Maintenance	IT Support	Update BYA website with new info.		Computer & Internet		4
PR/Fundraising Function							
2	eBay Collector	Funds Raising	Search & collect in-kind goods for sale on eBay		Storage area	Y	4
1	eBay Sale Administer	Funds Raising	Post prescription and administer all sales on eBay	Ebay sale/purchase procedures	Computer & Internet		5
2	eBay Shipping Coordinator	Funds Raising	Receive goods, prepare for sale & ship once sold on eBay	Various shipping methods	Computer, Printer & Internet	Y	6
2	Grant Finder	Grant Funding	Searching for grant announcements & follow up with grant funding opportunities		Internet & networking		3
2	Grant Proposal Writer	Grant Funding	Write selected grant proposals for submission	Proposal writing			3
1	Grant Reviewer	Grant Funding	Review all grant proposals for meeting qualifications	Grant management/review			3

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#	Title	Committee	Description	Preferred Knowledge /Experience	Essential Skills & Resources	Local	Hr/wk
2	Membership Coordinator	Public Relations	Involve in different projects and PR events to grow BYA membership.	PR. Management. Business development.			4
2	Community Liaison	Public Relations	Establish contacts with city/county/communities organizations for partnership/sponsorship/collaboration.	Marketing or PR		Y	4
1	Newsletter Editor	Public Relations	Proof reading & review all contents of newsletter.		Grammar & Writing Skills		2
2	Sponsor Liaison	Public Relations	Establish relationships with businesses and institutions for financial and/or program sponsorship & advertisement.	PR. Marketing.			4
Program Development							
20	Assistant Youth Leader	Leadership Development	Work directly with teens and kids, assist youth leaders to carry out BYA training programs.	Age 18-35. Passion to work with youth.	Commitment to BYA trainings.	Y	4
10	Youth Leader	Leadership Development	Work directly with teens and kids to carry out BYA training programs.	Age 21-35. Passion to work with youth. Leaders in GDPT, Boys Scout, youth clubs.	Commitment to BYA trainings.	Y	6
1	Community Service Coordinator	Program Development	Establish contacts with city/county/communities organizations for community service works and event volunteer works.			Y	4
1	Global Service Coordinator	Program Development	Establish contacts with national and global organizations to organize charity events and volunteering trips.				4
5	Comic Book Artist	Publication	Draw pictures to illustrate the story written by comic book writers.	Art or graphic design	A Pencil :-)		4
5	Comic Book Translator	Publication	Translate Vietnamese or other language comic books into English (stories under public use copywrite law)		Fluency in both Vietnamese & English		4
5	Comic Book Writer	Publication	Write or re-write dharma & moral/educational stories into comic books or short-dialog story types.	Playwrite, short story writer			4
2	Editor/Reviewer	Publication	Proof reading and final review on all writings of books and manuals.				2

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#	Title	Committee	Description	Preferred Knowledge /Experience	Essential Skills & Resources	Local	Hr/ wk
1	E-Library Coordinator	Publication	Index all donated books and create a virtual indexing search engine for members to borrow books.	Librarian. Database query.	Computer	Y	2
2	Music Composer	Publication	Write new songs for BYA	Music			2
2	Song Collector	Publication	Collect both lyrics and melodies of youth & motivational songs, then sort into categories such as relax meditation, kids, teens, casual, performing, etc.	Music appreciation			2
5	Game Collector	Training Materials	Collect and sort all teamwork and educational games to assist youth leaders.				2
2	GameShow Maker	Training Materials	Write questions for educational game shows and trivia.				2
Camp & Retreat Management							
2	Camp Counselor	Camp & Retreat	Work with campers directly in various activities throughout summer and winter camps.	Camp or cabin counselor			
1	Camp General Staff	Camp & Retreat	Assist Camp Manager in various function such as cooking, cleaning, and preparing activities for summer & winter camps		A kind heart & helping hands		
2	Camp Maintenance	Camp & Retreat	Repair broken stuffs around the camp	Handy man. Electrical & plumbing knowledge		Y	4
5	Health Supervisor	Camp & Retreat	Take care of campers for medical needs	Nurse, physician, EMT, certified public health.		Y	
2	Life Guard	Camp & Retreat	Water-front activity counselor	Lifeguard. Swimmer.			4
2	Carpenter	Camp & Retreat	Build & repair stuffs around camp	Carpenting			4

Notes:
 + Local: Volunteers who live close to local chapters in Orange County or the Bay area for in-person meetings & support.
 + Hour: This is the recommended hours per week needed for each volunteer position.