



VOLUNTEER OPPORTUNITIES

Social Services

Pro bono Legal Work

Task: Sorting, copying, and filing legal mail.

- Scanning, copying, printing legal documents
- Filing legal documents
- Creating new case files with intake documents
- Closing case files
- Organizing and sorting client files
- Gathering, copying and filing documents for immigration cases
- Contacting clients regarding rescheduling

Time Commitment: Tuesdays from 10am-4pm

Service Location: TMWF

Service Duration: 6 months or longer

Qualification: Some legal experience

Babysitter

Task: Caring for children

Time Commitment: Minimum 3 hours a week (Thursdays from 9:30 am - 12:30pm)

Service Location: Peaceful Oasis Shelter

Service Duration: 6 months or longer

Qualification: Baby sitting or related certifications required

Assisting in Purchasing items for Peaceful Oasis Shelter

Task: Purchase or collect items from various locations and deliver to office staff.

Time Commitment: Once a month (average 4-5 hours)

Service Location: Flexible

Service Duration: 6 months or longer

Qualification: Vehicle required. Heavy lifting may be involved.

Social Services

Heavy lifting donation pick-up/drop off volunteer

Task: Collect heavy donated items such as washer/dryer/beds/furniture from donor homes/offices and deliver them to the clients.

Time Commitment: as and when needed

Service Location: TMWF

Service Duration: 6 months or longer

Qualification: Large SUV /Truck required. Heavy lifting may be involved.

Youth

Youth Council

Task:

- Organize events with beneficiary organization
- Send emails to youth volunteer lists
- Post events and photos on Facebook
- Track volunteers and volunteer hours
- Send email reminders
- Attend events
- Photograph events
- Prepare certificates of participation

Time commitment: 3-5 hours/week

Service Location: Depending on the events/TMWF office/Comfort of your home

Service Duration: School year

Qualification: College Freshman - Sophomore preferred

Administration

Task: Office Administrator oversees Youth Council to ensure all information is recorded (volunteer hours, Facebook pictures, and reference letters for Council and Volunteers).

Time commitment:

Service Location: TMWF office

Service Duration: Ongoing

Qualification: Good verbal and communication skills

Education

Islamic Art Revival Series (IARS)

IARS Office Staff

Task: Assist in filings, archiving and other administration work.

Time Commitment: 6 months or 12 months

Service Location: TMWF

Service Duration: Once a week - 8 hours

Qualification: At least 2 years of experience

Program Evaluator

Task: Assist in creating assessment forms for IARS events and programs

Time Commitment: As needed

Service Location: Flexible

Service Duration: Flexible hours

Qualification: Student/Undergrad/Grad

Interfaith

Task: Attend Interfaith events

Time Commitment: As needed

Service Location: Flexible

Service Duration: Flexible

Qualification: None

Office Administration

Task:

- Answering phone calls
- Assist with miscellaneous office work

Time commitment: 3-5 hours/week

Service Location: Depending on the events/TMWF office/Comfort of your home

Service Duration: School year

Communications

Email List Management

Task: Consolidate various email lists

Time Commitment: Twice weekly

Service Location: TMWF

Service Duration: 3 months

Qualifications: Good technical skills

Communications

Public Relations and Outreach Ambassadors

Task: Assist in promoting and working fundraising and other events

Time Commitment: 2-3 days per month per event

Service Location: TMWF

Service Duration: 6 months or longer

Qualification: Good written and verbal communication skills

Grant Management Support

Task: Prepare grant narratives and reports

Time Commitment: 6 months or longer

Service Location: TMWF/Comfort of your home

Service Duration: 6 months or longer

Qualification: Good written and verbal communication skills

Fundraising

Donor Relationship Volunteer

Task:

- Perform regular donor and event attendee follow up
- Ensure donors receive timely gift acknowledgement letters
- Support donor appreciation event planning and management

Time Commitment: Once a week (Tuesday or Thursday) 10am - 3pm

Service Location: TMWF

Service Duration: 6 months or longer

Qualification: Good written and verbal communication skills

Event Manager

Task:

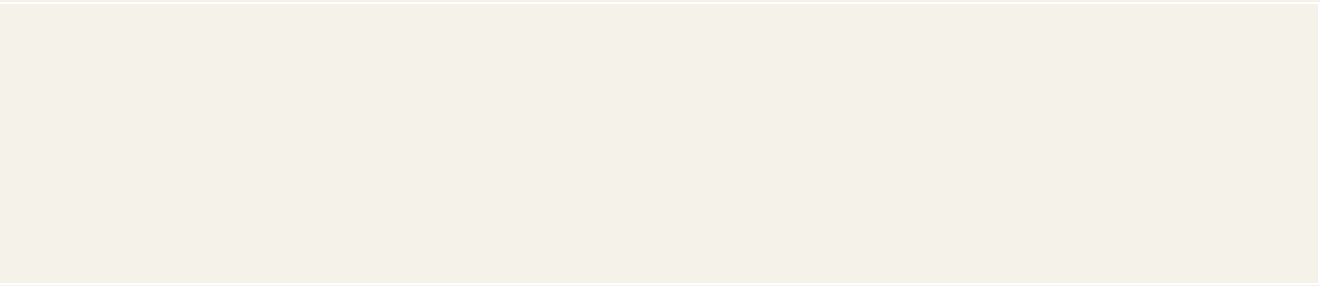
- Logistical planning and management
- Donor and event attendee follow up

Time Commitment: Once a week (Tuesday or Thursday) 10am - 3pm

Service Location: TMWF

Service Duration: 6 months or longer

Qualification: Good written and verbal communication skills



Special Events

Ladies Luncheon

Task:

- Purchase gifts for hostess and speaker (cost will be covered by TMWF)
- Collect and deliver catered food when needed
- Assist at sign-in table
- Collect guest information and money
- Donor and event attendee follow up

Time Commitment: 3 hours once a month

Service Location: TBD every month

Service Duration: 3 times or more

Qualification: Punctual, friendly, people person

Annual Fundraiser

Task:

- Assist in event fundraising related activities
- Donor and event attendee follow up

Time Commitment: Once a week (Tuesday or Thursday) 10am - 3pm

Service Location: TMWF/Comfort of your home

Service Duration: 6-9 months

Qualification: Good verbal and written communication skills

Mother's Day Luncheon

Task:

- Assist in event fundraising related activities
- Donor and event attendee follow up

Time Commitment: Once a week (Tues or Thursday) 10am - 3pm

Service Location: TMWF/Comfort of your home

Service Duration: 6-9 months

Qualification: Good verbal and written communication skills