



## Volunteer with CHO !

CHO has several volunteer opportunities for individuals who are interested in making a difference by assisting with tasks that are essential to the community services that we provide. Most activities can be done at your convenience, although there are certain time periods when the work is more concentrated.

*If you would like to learn more, please contact our Volunteer Coordinator, Carol Digan at [carolamacura@gmail.com](mailto:carolamacura@gmail.com), or call CHO at 703-281-7614 and leave a message in box # 2.*

**Arabic & Spanish Translators:** We occasionally need Arabic or Spanish language skills to assist our Emergency Services and other CHO teams.

**Community Services Volunteers:** Individuals are needed in to assist in the CHO Food Closet, Clothes Closet, Furniture Closet and Christmas Store. Time commitments are flexible, depending on your interest in volunteering on a regular basis or for specific events throughout the year. Please consider sharing some time with us. All help is welcome and very much needed!

**Corresponding Secretary (Board position):** Collect mail from Vienna Post Office; respond to correspondence on matters such as donations and inquiries on CHO operations; transfer donations received to Treasurer; engage with other CHO volunteers, as needed; attend monthly board meetings. If you enjoy a variety of tasks and are good with details and follow through, please consider sharing your skills. Estimated time commitment, 2-5 hours weekly for ongoing work and additional 2 ½ to 3 hours a month for Board meetings and attendance.

**Donor Liaison:** Assist the CHO secretary with donor correspondence—for example, thank you letters, general inquiries and tax information -- and update mailing list. You can do the work at a time you choose as long as it is completed within a reasonable time. No special training is required, but access to a good quality printer and attention to detail is needed. Estimated time commitment, 20-35 hours a year.

**Grant Writer:** Use your writing skills to help us maintain existing and gain new funding that is so critical to delivering support to those in need. Write and follow up on grant

proposals, including annual updating of existing grants and writing new requests, as needed. Estimated time commitment: approximately 10-15 hours per year.

**Publicity Assistant (s):** Assist Publicity Chair in any one or more of the following: (1) preparation of the bi-annual (May and November) 4-6 page newsletter (write articles, take photos, arrange copy (we currently use Microsoft Word) and arrange for printing and mailing with outside printer (time commitment of 10-25 hours per year); (2) publicize and promote various CHO fundraisers and events, including writing copy and sending to local papers and CHO representatives (time commitment 15-30 hours per year); and (3) maintain and update CHO publicity materials (cards, brochures) and make extra copies or changes as needed; distribute information to CHO members and maintain website (time commitment of 15-20 hours a year); attend and follow up on monthly board meetings. **You do not need to agree to perform all of these tasks; you can choose one or part of one.** Please consider sharing your computer and writing skills to help us raise awareness of events and the needs of those we serve.

**Treasurer (Board position):** Maintain a record of donations and expenditures (using Quicken) and reconcile monthly bank statements; process bill payments; a key aspect of this role is partnering with our Emergency Services Volunteers to ensure that critical needs are met in a timely basis (this includes daily emails with volunteers and frequent distribution of checks on behalf of individuals we serve); prepare annual IRS report; attend monthly board meetings. If you are good with numbers and details, possess basic computer skills and can respond to time sensitive needs, please consider sharing your time and talent; we do not require formal accounting training and the current Treasurer is available to help with training and transition. Estimated time commitment: 6 hours weekly for ongoing work and 20 hours once a year to prepare the IRS report.