

Parent Talk Open Positions 2009-2010

Volunteering with Parent Talk is a great way to meet new people and build long-term relationships. It also keeps your resume current and adds a community component to your list of professional and personal accomplishments. By volunteering your time and skills, you can help Parent Talk grow. Thank you!

Please contact Alison at president@parenttalk.info to learn more!

Communications

Contributing Writers (Shared): Writers needed to contribute a variety of articles to newsletter. Choose to do one or many.

Layout and Design Editor - *Parent Talk Matters*: Each month, design and layout the *Parent Talk MATTERS* newsletter, coordinate draft reviews, and deliver a camera-ready master to the printer.

Proofreaders (Shared): The proofreader copy edits the newsletter and submits changes to the editor.

Family Room

Committee Members: Members needed to help organize family room and activities as well as plan and assist with Family Room renovation project.

Fundraising

Sponsor Relations: Assist the Fundraising Chair with sponsor relations, seeking donations, providing sponsorship support for events and running programs such as the Amazon.com affiliate program etc. [A few hours/week at most](#)

Casino Night Committee: Help with this large and fun evening in March. Several committees may be set up to help with event planning, food, vendors, logistics, gambling, auctions, prizes, marketing, tickets etc. [2hrs \(total\) to 2-5hrs/week for several weeks](#)

Clothing, Toy & Equipment Sale Committee: Help with Parent Talk's largest fundraiser! Parent Talk holds two sales per year, one in October and one in May. Numerous roles available with various time commitments. [Ranges from a few hours in total to 2-5hrs/week for several weeks](#)

Silhouettes Chair: The chair of this event will be responsible for logistics, promotions, and coordination of the event and day-of volunteers. A portion of the proceeds benefits Parent Talk. This event was held in April 2008 but can be changed. [2-5hrs/week for a few weeks](#)

Events

Frosty's Festival and Winter Marketplace is a fun community event scheduled for Sat, Dec. 12, 2010. This 2nd annual event, presented by Parent Talk & The Needham Women's Club, will feature children's multicultural winter crafts; games and activities; several characters such as Frosty, and Santa and Mrs. Claus and a Marketplace filled with purveyors of unique, quality gift items.

Marionettes. We are seeking a volunteer to coordinate the Marionettes Show in January. This person will coordinate with the Marionette Theatre to provide Parent Talk members and the greater community with one show in January. The volunteer coordinates the location, date, time and facilitates the ticket sales. [1-2 hours/month late fall/early winter and then 4 - 6 hours/month winter \(not including day of the event\).](#)

Community Relations

Caring Committee Members: The Caring committee helps members of Parent Talk who need a hand by doing things such as making a meal, running an errand, or sending a card.

Little Friends at Avery Crossing Coordinator: Plan 2-3 craft/holiday activities for Parent Talk families and seniors at Avery Crossing Assisted Living (Needham) over the year. Avery Crossing sets up the room and refreshments, so this is a low-maintenance position. [5 hours two or three times a year](#)

Dad's Night Out Coordinator: Plan, coordinate and attend events for dads. Poker, Red Sox games and more! [2 hours/month at most](#)

Membership

New Member "Welcomer": Reach out to new members monthly with phone calls to talk about benefits, upcoming events, and volunteer opportunities. [2 hours/month](#)

Existing Member Retention: Partner with membership chair to strategize about how to best retain existing members. [4-6 hours/month](#)

Membership Representative: Volunteer to attend and staff a Parent Talk membership table at Parent Talk events. [Average 1 event/month \(approx 3 hours\)](#)

Marketing

Marketing Sponsorship and Events Coordinator (to handle sponsorships/promotional presence at events like NBA fair, Baby Basics, etc.)

Assistant Advertising Coordinator: Are you well organized and looking for a couple hours of volunteer work you can manage from your computer, at your convenience? Parent Talk Matters would LOVE your help! Assist the advertising coordinator with contracting with advertisers for Parent Talk Matters and the membership directory; involves gathering ads + contracts from advertisers, keeping records, reviewing ads, and getting all information to the Communications Chair. Approx. 5 hours a month. Interested? Contact advertising@parenttalk.info or openpositions@parenttalk.info.

Graphic Designer for Flyers: Use your design skills to help Parent Talk spread the word about upcoming events! The marketing committee is looking for a volunteer with a design background to do graphical design work on event flyers distributed to Parent Talk members and the community at large. The position requires just a couple of hours a month to work on flyers with the marketing team. Anyone interested should contact marketing@parenttalk.info. [2-3 hours/month](#)

Lecture

Committee Members: brainstorm topics for 2009/10 year, identify speakers, and organize lectures (e.g. helping with set up logistics and speaker needs, market lectures). Pick 1 lecture to help with or 5...whatever works with your schedule/family needs. [All levels of commitment welcome!](#)

- **Development** - Identify topics and speakers that address needs and interests of our membership base
- **Organize** - Handle organizational details prior to lecture (working w/ speakers and venues in advance, set up and run the actual event (volunteering on the eve of the event)
- **Lead** - Looking for individuals or a team of 2 to lead 2010/11 lecture series. Work with present committee to familiarize self w/strategic goals both committee goals and those of the greater organization.

One Time Volunteer List

As events requiring a one or two hour commitment become available, you'll receive an email. Choose events that appeal to you and fit your schedule. Email openpositions@parenttalk.info to place your name on the list.