

Read to Me Project's Volunteer Opportunities

Training provided

When	Activity	Description	Skills/Abilities Needed	Location
May/June 3- 4 hours one day or multiple days. Hours TBA	Book Bin Inventory	Organize, clean, and inventory books for returning book bins, note missing books and refill book bins.	Ability to quietly focus on tasks and ensure accuracy. Organized. A structured process that requires the ability to stand and move about comfortably and lift up to 35 lbs. Focused attention to details of checking inventory list against books in bins. Sort books by age – determined on inventory list – bag each book and replace into bin.	RtMP office in Salinas.
May/June Up to 4 hours one day or multiple days. Hours TBA	End-of-Year Awards Events	In preparation for student awards events: <ul style="list-style-type: none"> • Handwrite student's name on award certificates. • Attach lanyards to award medals. During events, assist program coordinator with: <ul style="list-style-type: none"> • set-up and execution of the year-end recognition awards and book giveaway • Take pictures of students as a group, individually receiving awards and with their teacher. 	Steady, careful, and legible handwriting or printing. Finger dexterity with small clasps. Able to stand and move around comfortably. Able to lift up to 35 lbs. Use of own camera/phone and knows how to provide photos to RtMP staff.	RtMP office in Salinas RtMP office in Salinas School sites throughout Monterey County.
July/August 3-4 hours one day or multiple days.	Book labeling. Book-bin assembly.	Label new books Replenish and/or assemble new book-bins	Attention to detail: ability to work quickly & accurately Ability to lift 30 lbs. is helpful.	RtMP office in Salinas

October/ November 1 - 3 hours one day or multiple days.	Preparation for Holiday Book Wrap	Cut wrapping paper into three sizes for small, medium, and large books. Templates provide sizes.	Ability to work quickly with focused attention.	RtMP office in Salinas
November/ December 2 to 5 hours one day or multiple days between Thanksgiving and Schools' Winter Breaks.	Holiday Book Wrap Event	Assist program coordinator during the holiday gift wrap event by: Setting up book wrap stations. Helping groups of 10 to 18 children at a time to: choose an age-appropriate book to give as a holiday gift to the little one they are reading to at home. •Gift wrap the book they have chosen •Assist them as needed to write a thank you note to Read to Me Project donors.	<ul style="list-style-type: none"> •Ability to work effectively with elementary school children •Ability to monitor small groups of children •Simple gift-wrapping skills • Ability to help students with basic writing skills and spelling for thank-you letters 	School sites throughout Monterey County.
Year-Round	Parent education support	Depending upon interest and skills.	Bilingual/biliterate required	Online (zoom) and in-person throughout Monterey County
Year-Round	Inventory and book sorting	<ul style="list-style-type: none"> • Sort and categorize donated, or other books 	<ul style="list-style-type: none"> • Familiarity with age-appropriateness of children's books 	RtMP office in Salinas
Year-Round	Tech Support	<ul style="list-style-type: none"> • Provide individual staff with tech support and training as needed 	<ul style="list-style-type: none"> • Tech and networking expertise 	RtMP office
Year-Round	Advocates	<ul style="list-style-type: none"> • Volunteer as a trained advocate or speaker for the program 	<ul style="list-style-type: none"> • Effective communication skills • Understand vision, mission, and goals 	
When planned (TBD)	Fundraiser Event	Events tend to be "all hands on deck" for staff and require any number	<ul style="list-style-type: none"> • Good organizational skills • Effective communication skills 	

		of volunteers to help with a wide variety of tasks. Tasks vary depending upon the concept, format, and complexity of an event. Check event box on the form to be notified of future volunteer event-related opportunities.	<ul style="list-style-type: none"> • Understanding of RTMP Vision, Mission, and Goals • Specific skills to be defined when an event is planned. 	
Year-round	Book Drive	<ul style="list-style-type: none"> • Initiate and coordinate a workplace or school-based book drive • Plan and execute the book drive following RTMP guidelines on the RtMP website http://readtomeproject.org/book-drive/ • Collect and sort books • Transport books to distribution site 	<ul style="list-style-type: none"> • Good organizational skills • Effective communication skills (with staff, students, and parents) • Enthusiasm and ability to motivate people to participate • Familiarity with age-appropriateness of children's books 	
Year-round On-going as needed.	Bilingual Interpreter	Provide simultaneous interpretation at parent education events	<p>Previous Spanish/English interpretation experience</p> <ul style="list-style-type: none"> • Excellent oral language and biliteracy skills 	Various locations
Year-round On-going as needed.	Bilingual Support	Support staff by helping at a RtMP table at Resource Fairs and Festivals	<ul style="list-style-type: none"> • Fluent - bilingual/biliterate in English and Spanish • Knowledge of the RTM project • Ability to effectively speak with parents/present information 	Various Locations
Year-round	Photography/ Videography	Provide professional level photo/video services	Own equipment, editing skills	Various locations