**Why Do Volunteers Join Us?**

Oregon Robotics Tournament and Outreach Program (ORTOP) is recognized as Oregon’s longest running continuum of K-12th grade STEM focused, robotics programs, and is also called FIRST Oregon. Skilled experts volunteer to help meet the needs of more than 7,000 students and their communities. ORTOP is a trusted non-profit, adn nearly two decades old in implementing successful impact over four FIRST robotics programs. To accomplish the statewide non-profit mission, ORTOP partners with FIRST, an internationally recognized educational foundation to distribute curriculum, training, tournaments and provide funding to support K-12 teams – especially the most disadvantaged and under-resourced communities in need. Governed by an Oregon based Board of Directors, ORTOP is a 501(c)3 nonprofit corporation. To Learn More: www.ortop.org

**Our Volunteers Help By:**
1. Contributing to projects and initiatives in our annual and anniversary campaigns and project efforts
2. Train staff & users on database, communication, and platform systems
3. Make placements of professional & accurate content to meet editorial calendar deadlines
4. Maintain and advance the use of communication tools and systems
5. Join and contribute to a fun and dedicated team to help advance the ORTOP mission

**How to Quality & Apply to Volunteer:**
1. Email interest to sarah-tenney@ortop.org to initiate interest of a volunteer position listed below. Schedule an interview and plan to complete one (1) hour orientation by video conference
2. Sign and return the Volunteer Offer Letter (minors need a guardian’s signature), defining a weekly shift per month. Preference is given to volunteers who can service two (2) months or more and have the tools to work remotely.
3. Schedule volunteer hours between 9:00-3:00pm, Mon-Fri, on agreed routines for updates and assignment help
4. Know and follow branding guidelines, privacy expectations, and ORTOP’s trained best practices
5. Maintain data confidentiality and empathy for staff & volunteers on the team
6. Learn the ORTOP mission & how our volunteer roles are advancing it
7. If applicable, report volunteer hours and confirm if ORTOP received volunteer time/paid matches
8. Have Fun!! We appreciate and look forward to working with qualified and committed volunteers!

<table>
<thead>
<tr>
<th>Open Positions</th>
<th>#</th>
<th>Role</th>
<th>Job Functions / Responsibility</th>
<th>Skills needed</th>
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</thead>
</table>
| Social Media Engagement Volunteer | 3  | Engages a specific target community to create understanding, involvement, and advancement of our programs and services | • Ensure content & links are consistently used across many platforms by deadlines  
• Get approval of images and content to use  
• Confirm/move/update deadlines | Hootsuite, FaceBook, instagram  
Resize images  
Name files & archive in folders  
Google Aps (Gmail, Docs, Spreadsheets, etc)  
Constant Contact |
| PR/Media Team Volunteer | 3  | Handles assigned, specific media interaction with news, radio, print contacts that tells our story perspective | • Identifies and updates media contact list  
• Draft press releases  
• Sets up radio interviews  
• Design talking points | Familiar with Google docs, gmail to edit and finish approved content  
Identify media markets to place stories |
| Creative Content Team Volunteer | 3  | Tells stories in content that is written, photo, or video and usable on multiple platforms | • Capture & edit Video clips  
• Update web pages  
• Assist in online forms & test data  
• Create Flyers & Photo | Video editing software  
Word press experience  
Adobe Creative Suite or similar  
Constant Contact |
| Database & Admin Team Support Volunteer | 3  | Improves the accuracy, timeliness, and reporting of database information | • Enter data into Salesforce  
• Maintain data integrity & opt in/out preferences & changes  
• Attach files to records  
• Create and generate reports | Basic database knowledge.  
Salesforce is a plus but not required.  
Demonstrated accuracy with data entry and attachments |
| DevCom Project Team Lead Volunteers | 3  | Acts in a leadership role to help complete annual DevCom Department campaigns & projects and facilitate other DevCom volunteers | • Acts as a team/project lead role  
• Facilitates other volunteers  
• Analytical tasks to forecast identify & cultivation targets  
• Design power points & plan docs  
• Research & crafts work plans achieve DevCom annual goals. | Attends staff & volunteer team meetings  
Use basic office software to edit, format, and present info  
Ability to organize concepts in PowerPoint  
Ability to recruit and manage |
| Alumni Council Volunteers | 5  | Serves for 1 year on the Alumni Council to improve Oregon alumni relations | • Complete assignments to recruit and engage Oregon Alumni  
• Identify and follow up on alumni invites & assignments | Customer Service, Cordial interaction with new leads  
Consistent notes & contact follow up |
| Board Dev & Com Advisory Committee | 3  | Serves for 1 year to achieve Board DevCom Committee priorities | • Share input at monthly meetings  
• Cultivate & Solicit new supporters  
• Represent in the community | Expertise that advances work plans and goals  
Gracious Professionalism |