

Memo

To: Interested Parties
From: Kathleen Whalen
District Administrator
Re: Volunteer Opportunities

Below are some of the typical volunteering opportunities the District has available on a regular basis. There are internship and other volunteer opportunities available throughout the year.

Please contact Kathleen Whalen, kwhalen@thurstoncd.com , (360) 754-3588, ext 114 at the District for more information.

Time Period	Activity	Amount of Time Commitment
January/February	Plant Sale Event <i>(packaging plants, prep for sale, helping with Event Day, etc.)</i>	6 - 40 hours
April	GREEN Monitoring Day <i>(Delivering supplies to teachers, assisting GREEN Coordinator, assisting classes on Monitoring Day.)</i>	4 -16 hours
May	GREEN Congress <i>(Giving presentation, assisting with coordination/facilitation at Congress)</i>	4 - 8 hours
July	Thurston County Fair Booth <i>(Assist with setup and manning booth)</i>	3 – 4 hours
August	Harbor Days Booth <i>(Assist with setup and manning booth)</i>	3 – 4 hours
September	Conservation Tour <i>(Assist with planning, coordinating, follow up and tour)</i>	10-20 hrs a week for up to 2 weeks
September	Nisqually Festival Booth <i>(Assist with setup and manning booth)</i>	4-8 hours

Time Period	Activity	Amount of Time Commitment
September/October	DOE grant application preparation <i>(research/writing/reviewing)</i>	10-40 hrs a week for up to 4 weeks
October	GREEN Monitoring Day <i>(Delivering supplies to teachers, assisting GREEN Coordinator, assisting classes on Monitoring Day.)</i>	4 -16 hours
Anytime	Database maintenance	A couple hours per month
Anytime	GIS Mapping <i>(Must have Arcview experience)</i>	A few hours a month
Anytime	Administrative Duties <i>(Assisting Accountant, GREEN Coordinator, and Administrator)</i>	6-8 hours per month
Anytime	Brochure Development	8-16 hours
Anytime	Research Projects <i>(project work related to District's long-range plan and strategic planning)</i>	Varies, depending on project
As Needed	Planting Projects & Maintenance <i>(Assist with installing plants and maintaining planting sites)</i>	1-40 hours per project
As Needed	Presentations to groups <i>(Take "traveling show" to groups about TCD and our services.)</i>	Approx 8 hours (includes prep)
As Needed	Grant Project Work <i>(There are several tasks or projects where we can utilize volunteers. Inquire with Program Manager.)</i>	Varies, depending on project
As Needed	Workshops <i>(Assist with displays, setting up, videoing, etc.)</i>	2-16 hours per event
As Needed	Display Development <i>(Assist with the design/development of displays for presentations, workshops, etc)</i>	Varies, depending on size/content
As Needed	Video/Photo shooting <i>(Shooting video/photos of TCD projects)</i>	Varies, depending on project (typically 2-16 hours per month)