Volunteer descriptions for TEAM WORKZ:

---

1. Volunteer/Donor Coordinator

Job Summary

The Volunteer/Donor Coordinator manages relationships with key community supporters. This role is responsible for overseeing the volunteer lifecycle—from intake to scheduling—and ensuring that non-monetary and financial donors are properly tracked, thanked, and provided with required documentation.

Duties & Responsibilities

- **Volunteer Database Management:** Collect and maintain up-to-date contact information for individuals interested in supporting events or general duties at TEAM WORKZ Headquarters.
- **Scheduling & Coordination:** Track volunteer assignments, hours, and locations, coordinating specific requests for administrative or event assistance.
- **Donor Relations:** Gather donor contact information and systematically respond to requests for tax receipts and official donor appreciation letters for both financial and non-monetary contributions.
- **Accountability:** Maintain meticulous, secure logs of all coordinator activities to ensure consistent follow-up and operational transparency.

---

2. Grants Coordinator

Job Summary

The Grants Coordinator drives institutional fundraising efforts by identifying, applying for, and managing grant opportunities to secure sustainable funding for TEAM WORKZ programs.

Duties & Responsibilities

- **Grant Research & Writing:** Proactively search for applicable grant opportunities and draft comprehensive applications aligned with organizational funding needs.
- **Pipeline Management:** Maintain an up-to-date, accurate master list of all drafted, submitted, pending, and approved grant applications.
- **Financial Reporting:** Promptly report all awarded grants to the TEAM WORKZ Treasurer to ensure proper allocation of funds.
- **Compliance & Follow-up:** Maintain communication with grant institutions and ensure all post-award performance tracking data and financial reports are submitted completely and on time.
- **Accountability:** Keep detailed activity logs of all research, submissions, and institutional communications for audit purposes.

---

3. Ministerial Coordinator / Veterans Resource Counselor

Job Summary

This specialized role provides dedicated spiritual support and targeted resource counseling. The coordinator acts as a bridge to faith-based communities and serves as the primary advocate for veterans seeking transition resources and health/welfare benefits.

Duties & Responsibilities

- **Ministerial Support:** Provide compassionate ministerial guidance and spiritual support to individuals seeking assistance through TEAM WORKZ programs.
- **Faith Community Engagement:** Establish and cultivate open communication with local churches and religious organizations to build collaborative networks that support the organizational mission.
- **Veteran Advocacy & Resource Counseling:** Provide direct assistance to veterans navigating county, state, or federal systems; connect them with outside organizations specializing in veteran care.
- **Partner Group Collaboration:** Coordinate closely with external partner groups to secure and deploy dedicated resources for veterans in need.
- **Donation Tracking:** Maintain rigorous, specialized logs tracking veteran-specific donations and detailing exactly which resources were utilized by partner networks.

---

4. Events Coordinator

Job Summary

The Events Coordinator oversees the end-to-end planning, execution, and breakdown of all organizational events, maximizing community visibility and engagement for the TEAM WORKZ mission.

Duties & Responsibilities

- **Event Strategy:** Identify, evaluate, and apply for community events, festivals, and outreach opportunities that allow TEAM WORKZ to showcase its work.
- **Logistics Management:** Coordinate all aspects of event planning, including venue booking, timeline creation, display setup, and technical logistics.
- **Material Procurement:** Manage the creation and distribution of operational assets, including informational handouts, promotional swag items, and outreach materials.
- **On-Site Management:** Oversee event logistics from start to finish, managing temporary volunteer assignments and display breakdown.
- **Accountability:** Keep comprehensive operational logs of event costs, metrics, and activities for future performance evaluation.

---

5. Social Media / Communications Coordinator

Job Summary

The Social Media/Communications Coordinator manages the digital footprint and multimedia messaging of TEAM WORKZ, producing creative content to drive public engagement, donations, and community awareness.

Duties & Responsibilities

- **Social Media Management:** Regularly create and schedule engaging text, photo, and article content across all organizational social media platforms to highlight upcoming events and daily activities.
- **Digital Correspondence:** Actively monitor inbound social media channels, responding promptly to community messages, inquiries, and immediate requests for assistance.
- **Multimedia Production:** Produce, edit, and upload regular podcasts or interviews featuring clients, staff, or community figures to promote the TEAM WORKZ mission.

- **Graphic Design:** Help design professional digital and print collateral, including flyers, posters, brochures, and contact cards.
- **Media Outreach:** Coordinate traditional marketing initiatives, including public service announcements (PSAs), print advertisements, and broadcast donation drives with local radio stations and newspapers.
- **Accountability:** Track content performance metrics and maintain activity logs of all external media communications.

---

6. Public Relations / Political Coordinator

Job Summary

The Public Relations/Political Coordinator functions as a strategic advocate for TEAM WORKZ, managing institutional partnerships, engaging local and state political contacts, and sourcing capital to expand the organization's infrastructure.

Duties & Responsibilities

- **Partner Network Management:** Build, foster, and preserve highly collaborative, open communication channels with all allied partner groups and community coalitions.
- **Publicity Optimization:** Work directly with the Social Media/Communications Coordinator to amplify positive PR opportunities and secure media coverage.
- **Legislative Advocacy:** Develop relationships with political contacts and lobby local or state representatives for institutional support, resource access, and programmatic growth.
- **Capital Sourcing:** Collaborate closely with the TEAM WORKZ Director to secure structural funding, corporate sponsorships, and donated building materials specifically dedicated to the development of the Transitional Advancement Center.
- **Accountability:** Document all partner, corporate, and political outreach in detailed activity logs to maintain organizational transparency.

---

7. Transportation Coordinator

Job Summary

The Transportation Coordinator facilitates essential mobility logistics, ensuring that clients or personnel can reliably access the critical appointments, classes, and events necessary for their advancement.

Duties & Responsibilities

- **Ride Scheduling:** Field requests and coordinate daily transportation logistics for individuals requiring rides to and from medical appointments, job interviews, community meetings, peer therapy training, or TEAM WORKZ events.
- **Route & Safety Oversight:** Ensure that all scheduled transport runs smoothly, prioritizing safety, punctuality, and efficient routing.
- **Logbook Tracking:** Maintain accurate, meticulous logs detailing all transportation activities, including total trips made, mileage, and destinations for liability and performance reporting.

Contact TEAM WORKZ: www.teamworkz.org to sign up on our secure website as a volunteer.

EMAIL: TEAMWORKZ.Outreach@gmail.com / George.TEAMWORKZ@gmail.com

(910) 310.0262 Resource Center (open 9 am – 1 pm weekdays except holidays)

TEAM WORKZ is a 501c3 non-profit organization