

Spring/Summer Joy Maker Opportunities

Unless otherwise stated, volunteer time in office must be arranged between 8am-6pm on weekdays. Hours may be divided on a weekly, biweekly, or monthly basis. There is an 80-hour minimum for all internships.

Civic Organization Coordinator	<i>Contact local civic organizations such as Rotary, Kiwanis, Lions' Club, and other groups and arrange for staff or interns to make presentations.</i>
Hours: 8/month	Skills: English; customer service
Location: Remote available.	18+

College Coordinator	<i>Compile list of academic institutions and determine possible partnerships, reach out to Greek organizations for fundraisers</i>
Hours: 8/month	Skills: English; customer service
Location: Office Only	16+

Content Developer	<i>Create content for website, YouTube & additional marketing materials</i>
Hours: 8/month	Skills: English; basic graphic design; video skills a bonus
Location: Remote available.	18+, must pass background check.

Corporate Liason	<i>Determine possible partnerships with local corporations, visit businesses, and establish relationships.</i>
Hours: 8/month	Skills: English; customer service
Location: Office Only	18+

Create Social Media Content	<i>Develop 10-20 weekly social media posts for Facebook, Twitter, Instagram, and LinkedIn</i>
Hours: 10/month	Skills: English; image editing; adding text to image
Location: Remote available.	16+

Data Analyst	<i>Assist in compilation of monthly impact reports</i>
Hours: 6/month	Skills: Excel (Intermediate/Advance); Google Sheets
Location: Office Only	18+, must pass background check.

Event Photographer	<i>Photograph events</i>
Hours: Varies	Skills: Photography
Location: Varies	18+

Event Team Member	<i>Help plan location and time/date of events, design theme</i>
Hours: 8/month	Skills: Event planning, organization
Location: Remote available.	21+

Impact Organizer	<i>Organize research, past testimonials, and impact data into single resource</i>
Hours: 8/month	Skills: High organization
Location: Office Only.	18+, must pass background check

In-Kind Fundraiser	<i>Connect interested businesses to donate needed services or products.</i>
Hours: 8/month	Skills: English; customer service
Location: Remote available.	18+, must pass background check

Grant Assistant	<i>Draft grants, research prospects</i>
Hours: 12/month	Skills: English
Location: Office/Remote 50/50	18+, must pass background check

Office Assistant	<i>Answer phones, help with random tasks at the office.</i>
Hours: 8/month	Skills: English; High organization
Location: Office Only.	16+. Ideal for students or retirees looking for a fun, relaxed environment with something new every week.

Researcher	<i>Explore research databases to pull out information for grants.</i>
Hours: 6/month	Skills: English; customer service
Location: Remote available.	18+. Ideal for those interested in music therapy or health/human services career.

Thank You Calls	<i>Make thank you calls, write notes, & update donors on programs.</i>
Hours: 4/month	Skills: English; customer service
Location: Office Only.	18+, must pass background check. Ideal for individuals who enjoy thanking others!

Volunteer Coordinator	<i>Collect outreach data, coordinate placements with therapists, ensure paperwork is completed, recruit new volunteers online.</i>
Hours: 15/month	Skills: English
Location: Office/Remote 50/50	18+, must pass background check