

Youth Media Minds of America

Volunteer Job Description

Volunteer opportunities include:

INSTRUCTORS AND FACILITATORS

- [Media instructors and trainers](#)
- [Facilitators \(life-skills workshops\)](#)

ADMINISTRATION

- [Special events coordination](#)
- [Fundraising support](#)
- [Community outreach](#)
- [Graphics design](#)
- [Web design and maintenance, and](#)
- [Office support](#)

INSTRUCTOR: (AUDIO, VIDEO, COMPUTER TECHNOLOGY)

Time Commitment: 24 weeks

Reports to: Director of Technology

Major Responsibilities:

- Instructs students on equipment operations, techniques, and controls using the most appropriate teaching methods.
- Administers assessments (e.g., pre-and post tests) and forwards information for reporting purposes.
- Assists with developing and/or modifying curriculum and assessment instruments.
- Maintains administrative records (e.g., attendance, etc.).
- Prepares lessons and assignments in advance to ensure optimum use of time and teaching opportunities.
- Ensures that all supplies are available before start of class (e.g., pencils, papers, hand-outs, sign-in sheets, etc.).

Qualifications

- Specialized multi-media experience (i.e., audio, video, and/or computer technology) to instruct students, set-up and maintain equipment, fix equipment malfunctions, etc.
- Knowledge of learning principles and a variety of teaching methods to instruct students, ages 14-18, on equipment operations, techniques, controls, etc.
- Communication skills to develop documents and relay and receive information.

LIFE-SKILLS FACILITATOR

Time Commitment: 1 full session minimum
(generally one – two hours, once a month)

Reports to: Vice President of Operations

Major Responsibilities:

- Facilitates life-skills sessions and workshops on such topics as decision making and problem solving, communication skills, conflict resolution skills, job search skills, money management, etc.
- Prepares materials for sessions (e.g., handouts, etc.)

Qualifications

- Knowledge of respective subject matter to instruct students and relay life skills techniques.
- Knowledge of learning principles and a variety of teaching methods to facilitate sessions and impart knowledge to students, ages 14-18.
- Communication skills to develop documents and relay and receive information.

ADMINISTRATION

Time Commitment: 3 month minimum or project basis
 Reports to: Vice President of Operations

Major Responsibilities:

Assists the organizational staff in one or more administrative responsibility including: volunteer administration, finance, information technology, project management, data entry, etc.

Qualifications

- Knowledge of the specialized function to provide quality support to the organizational staff and volunteers.
- Basic project management skills to assist with and/or manage activities, projects, and/or tasks.
- Communication skills to develop internal and/or external documents and relay and receive information.