

Organization	Volunteer Positions	Job Description	Skills Required	Time commitment	Contact
Big Brothers Big Sisters of Alaska	Big Brothers & Big Sisters	Volunteer with a child in a one-to-one mentoring relationship in which you share your interests and skills.	Enjoy working with youth (ages 6-18); Skills and interests to share with a Little Brother/Sister.	One-year commitment; 2-4 times/month	Rebecca Browning - 907-376-4617; rebecca.browning@bbbsak.org
	Bowling Team Captains	Volunteer your time to raise money for Big Brothers Big Sisters's annual <i>Bowl for Kids' Sake</i> fundraiser	Ability to recruit bowling team members, share the work of Big Brothers Big Sisters and raise money to support their mission.	Short-term	
turn-A-leaf	Driver/Sorter (Warehouse)	Pick-up and transport furniture and other donations from bins/homes to thrift store	Drive box truck; sort merchandise; home pick-ups; work outdoors; stand for long periods of time; ability to lift 35 lbs.	On-going; 2-4 hr/day	John Rozzi - (907) 376-5740; johnrozzi@gmail.com
	Warehouse Sorter	Sift through donations to select sellable items for thrift store	Ability to stand for 2 hours at a time; detail-oriented; ability to lift 10 lbs.	On-going; 2-4 hr/day	
	Administration/Data Entry	Enter data and maintain database for voucher forms, medical equipment forms, volunteer applications and donors. Generate reports as needed.	Proficient with computers, including Microsoft Office (Word, Excel, etc.); Ability to work independently and follow directions; Good organizational skills and attention to detail	On-going; 4-6 hr/week	
	Bookkeeping	Verify cashier counts and balance the safe daily	Financial/cashiering background; Bookkeeping experience; Comfortable handling money; Detail-oriented	On-going; 2 hr/day	
	Volunteer Coordinator	Recruit, coordinate and sustain quality volunteer base for all areas of turn-A-leaf thrift store	Ability to multi-task, manage people successfully and speak in public comfortably; Good oral/written communication skills	On-going; 4-8 hr/week	
	Processor	Assist staff with moving sellable merchandise and maintain quality control	Hang clothing; Price and stock items; Clean merchandise area; Quality control	On-going; 2-4 hr/day	
	Fundraiser	Create events and newsletter to stimulate financial donation growth in the endowment and/or thrift store.	Comfortable with public speaking; Upbeat, organized, creative, and detail-oriented; Knowledge of computer database software	On-going; 4-6 hr/week	
	Organization Advocate	Communicates about the organization to local churches, clubs and associations to cultivate volunteers and donors	Passion for and knowledge of organization's mission, vision, core values and programs; Comfortable speaking in public with good oral/written communication skills	On-going; 1-4 hr/week	
	Medical Equipment Clerk	Maintain medical equipment inventory and perform maintenance/cleaning as necessary	Knowledge of medical equipment; mechanical abilities; organization aptitude; good oral/written communication skills	On-going; 1-4 hr/week	
	Website/Social Network	Maintain website and social networking; can be mobile	Organized and creative with knowledge of computers, website programming and social networking; Good oral/written communication skills	On-going; 2-4 hr/week	
Special Santa	Elves & volunteers	Put together a child's Christmas list; become a coordinating elf	Varied.	Varied.	(907) 761-3770; matsu_santa@yahoo.com
Santa Cops & Heroes	Volunteer	Provide gifts and companionship to Mat-Su seniors who will be alone at Christmas	Varied.	Varied.	(907) 745-5454, (907) 745-1133; reception@alaskaia.com
Christmas Friendship Dinner	Volunteer	Opportunities to help plan, cook, clean or fill other positions	Varied.	Varied; Dinner held on 12/25/15 @ Menard Sports Complex	(907) 354-6115; christmasfriendshipdinner@gmail.com
Salvation Army	Volunteer	Christmas food boxes	Varied.	Varied.	(907) 745-7079
Alaska Wild Bird Rehabilitation	Bird care volunteer	Individuals to care for resident/injured birds; on-the-job training provided	Requires indoor/outdoor work; cleaning of enclosures & doing feedings; must be 18+ to volunteer.	Weekly in Big Lake/Houston	(907) 892-2927; akwildbird.org
Valley Community for Recycling Solutions (VCRS)	Recycling education	Host field trips at the center & other tasks	Must be 13 years+ to volunteer. Anyone interested may stop by for an informal tour to learn more about VCRS, recycling education and other opportunities. Open hours are Tues-Fri 10:30-6, Sat 10:30-3:30	Varied.	Carole Henry - (907) 745-5544; community@valleyrecycling.org
	Outreach	Share information about recycling and VCRS with the general public			
	Fundraising	Help with various events including, OCEAN luncheon, Earth Day and the annual Harvest Recycle Fest			
	Material Handler	Assist customers in the drive thru during recycling drop-off hours (does require outside work)			

Mat-Su Family Promise	Volunteer	Evenings and overnights; Saturdays; Activities for Kids; meal preparation; transportation; donation of items (food supplies, personal care items, etc.); laundry	Contact Family Promise for more information.	Varied.	(907) 357-6160; promise@mtaonline.net
Mat-Su Senior Services	Volunteer	Gift shop; drivers; dining room; sharing your interests/skills; other	For more information, contact MSSS	Varied.	(907) 745-5454; matsuseniors.com
Wasilla Area Seniors, Inc. (WASI)	Volunteer	Share your interests/skills; provide companionship; other	Contact WASI for more information	Varied.	Chuck Foster - (907) 376-3104; chuckf@alaskaseniors.com
Trapper Creek Elementary	Volunteer	Assist school with various events and community opportunities	For information on available opportunities, contact school.	Varied.	Principal Allison Wall - (907)733-9451
United Way Spark Program	Tutor/Academic mentor	Meet with a student/small group once per week in one of MSBSD schools to work on class and/or home work, organizational skills and other skills necessary for academic success	Interest in working with children and youth grades K-12; ability to pass a background check;	Varied.	Chelsea Fields - (907)745-5822; give@unitedwaymatsu.org
Girls Scouts of Alaska	Troop Leader or Co-Leader		Guiding girls, complete training, pass background check	2 hrs/wk. during school year	
	Assistant Troop Leader		Support troop leader, complete training, guide girls, pass background check	2 hrs/wk. during school year	
	Women of Science & Technology Workshop Presenter	Contact for job description	Passion for STEM, professional in field, enjoy sharing science with girls	1 Saturday	Emily Tiller - (907) 376-3822; etiller@girlscoutsalaska.org
	Administrative Volunteer		Background check	Based on demand and availability	
	School Coordinator		Understand Girl Scouts of Alaska organizational structure, strong communication skills, pass background check	Varied.	
	CPR/First Aid Instructors		Background check	Based on demand and availability	