



Volunteer Opportunities

Foster Care Alumni of America is a membership-driven organization. We are committed to *Connecting Today...Transforming Tomorrow*. To support the organizations mission, the following volunteer positions need to be filled.

Positions do not need to be filled by alumni, however all candidates must be a member of FCAA.

Benefits/reasons to volunteer with FCAA:

- Filling a volunteer position provides an opportunity to be more active with FCAA and the foster care community.
- New skills and experiences are gained from volunteering with FCAA.
- FCAA can provide a credible reference for its volunteers.
- Volunteering with FCAA provides an opportunity to give back to our younger brothers and sisters in/from foster care.
- Filling a volunteer position allows you to represent your Chapter at the National level and gives an opportunity to connect with other members across the country.
- Volunteering with FCAA gives you an opportunity to be apart of the organization's activities and direction.

At this time, the following volunteer opportunities are opening:

- Volunteer Technical Support Manager
- Volunteer Postcards From the Soul Committee Member
- Volunteer Chapter Committee Member
- Volunteer Chapter Manager

Descriptions for each of these are described below.

Volunteer Technical Support Manager

Description: The Volunteer Technical Support Managers are responsible for updating the FCAA Chapter websites along with continuing the development of the ALL-Chapter website.

How many positions: 2-3 positions

Position term: One year, with option to extend. Starting immediately.

Number of expected hours: Averaging 2-3 hours/month, more hours in the first couple of weeks to allow for training time.

Ideal knowledge, skills, and abilities:

- Ideally, managers should have experience with at least two of the following:
 - CMS (Content Management System)
 - HTML

- Photoshop
- Managers must have access to the Internet from a secure network.
- Managers should be able to work as a team and independently.

Support and training provided:

- Training will be provided by FCAA.
- Managers will report to and be supported by the Director of Operations.

For questions and interest in filling this position:

If you are interested in this position please contact Amanda Chandler at 703-299-6767 or achandler@fostercarealumni.org.

Volunteer Development Committee Members

Description: The Volunteer Development Committee Members are responsible for working with the board and staff to identify and support different fundraising opportunities for Chapters and FCAA, at large.

How many positions: 2-3 positions

Position term: One year, with option to extend. Starting immediately.

Number of expected hours: Averaging 1-2 hours/month

Ideal Knowledge, skills, and abilities:

- Ideally, members have some fundraising experience.
- Committee members will need to have computer access to communicate with other committee members.
- Committee members will need to have telephone access for conference calls.
- Must be able to work as a team and individually follow through with tasks.

Support and training provided:

- No formal training will be provided for committee members.
- Background information regarding the committee will be provided to new committee members. Additional comments and questions are welcome.
- The designated Committee Chair supports this committee.

For questions and interest in filling this position:

If you are interested in this position please contact Amanda Chandler at 703-299-6767 or achandler@fostercarealumni.org.

Volunteer Postcards From the Soul Committee Member

Description: The members of the *Postcards From the Soul* Committee are responsible for planning and supporting book release events across the country. Members are also part of the Marketing team for future marketing of the book.

How many positions: Unlimited. (Ideally, 1-2 people from each Chapter that is interested in holding a release event)

Position term: Fall 2011 - Spring 2012

Number of expected hours: 3-4 hours/month. Additional hours maybe required from your Chapter if/when your Chapter book release event approaches.

Ideal Knowledge, skills, and abilities:

- Ideally, members have some marketing and/or fundraising event planning experience.
- Committee members will need to have computer access to communicate with other committee members.
- Committee members will need to have telephone access for conference calls.
- Must be able to work as a team and follow through with tasks.

Support and training provided:

- No formal training is required for committee members.
- Background information regarding the book will be provided to committee members and additional comments and questions are welcome.
- The designated Committee Chair will support this committee.

For questions and interest in filling this position:

If you are interested in this position please contact Adam Robe arobe@fostercarealumni.org.

Volunteer Chapter Committee Member

Description: The members of the Volunteer Chapter Committee are responsible for supporting Chapters, reviewing Chapter applications, and creating needed policies and guidelines.

How many positions: 6-11 (Ideally, one members from each Chapter)

Position term: One year, with option to extend. Starting immediately.

Number of expected hours: 3-4 hours/month

Ideal Knowledge, skills, and abilities:

- Committee members should have some Chapter experience.
- Committee members will need to have computer access to communicate with other committee members.
- Committee members will need to have telephone access for conference calls.
- Must be able to work as a team and follow through with tasks.

Support and training provided:

- No formal training is provided.
- The Chapter Engagement Manager and the Volunteer Chapter Manager support committee members.

For questions and interest in filling this position:

If you are interested in this position please contact Angie Cross at 512-739-2647 or across@fostercarealumni.org.

Volunteer Chapter Manager

Description: This position is responsible for providing leadership, support, and the development of resources to FCAA's existing and emerging Chapters. The Volunteer Chapter Manager serves as the primary liaison between FCAA National, the Chapter committee, and the leaders of each Chapter, with a focus on supporting Chapter efforts to meet the mission of FCAA. This includes creating opportunities and avenues for meaningful involvement of FCAA members in all aspects of Chapter development and support, ensuring opportunities for Chapters and Chapter members to interface with and support one another, supporting Chapters in developing and implementing advocacy efforts in their states' foster care system, and strategically promoting the visibility and the impact of FCAA and the alumni movement through our Chapters.

How many positions: 1

Position term: The Volunteer Chapter Manager position is for a term of one year, with option to extend. Starting immediately.

Number of expected hours: We estimate the responsibilities of the role will take approximately 20 hours/month.

Major Duties:

- Supervise and support FCAA Chapters, as well as the Chapter Committee.
- Provide meaningful and effective engagement of and support to FCAA members involved in existing and emerging state-based FCAA Chapters through:
 - Regular planned contact by phone and email with Chapter leaders.
 - Availability for needed contact by phone and email as chapter needs arise.
 - Supporting and leading the FCAA Chapter Committee.
 - Development, implementation and support for Chapter resources which may include:
 - Regular and/or specially scheduled topic-based webinars and conference calls for cross-chapter learning and sharing.
 - Development and distribution of Chapter support materials according to identified needs.
 - Development and implementation of training for Chapters and/or Chapter leaders.
 - Development, implementation and support for annual Chapter evaluation and renewal process.

Ideal Knowledge, skills, and abilities:

- Considerable interpersonal skills, including the ability to establish and maintain effective working relationships with others, conflict management and resolution skills, and the ability to successfully engage and collaborate with very diverse groups.
- Demonstrated ability to lead, organize, direct, and perform management and support duties.
- Demonstrated commitment to and skills in the area of engaging alumni in order to connect the alumni community and improve practice and/or policy.
- Knowledge of policies and practices within the foster care system, and the ability to strategically develop and seize opportunities to influence these.
- Ability to express ideas concisely and clearly, orally and in writing; demonstrated ability to develop written plans and reports, public speaking and training skills, and skills and knowledge related to the production of professional materials and publications.
- Considerable knowledge of office practices, methods and equipment; including personal computers and Microsoft Office software.

- Capable of using good judgment and discretion in the performance of duties.
- Ability to work independently on projects and also collaborate as a strong team member and/or leader.
- Considerable experience and demonstrated ability to serve the public and others in a courteous and professional manner.
- Knowledge of FCAA chapter application process, policies and by-laws.

Support and training provided:

- The Volunteer Chapter Manager reports to the Chapter Engagement Manager.
- The Volunteer Chapter Manager will have regularly scheduled and as needed contact with FCAA's staff to ensure he or she has all needed information and tools to perform the position successfully.
- The Volunteer Chapter Manager will receive an FCAA email account, access to FCAA's membership database, access to FCAA's conference calling capabilities, and all printed materials necessary for the performance of job duties. Access to confidential information is subject to criminal background checks and signing an organizational confidentiality agreement.

For questions and interest in filling this position:

If you are interested in this position please contact Angie Cross at 512-739-2647 or across@fostercarealumni.org.