

Current Volunteer Opportunities

Poster Deliveries: Spring is here and what a great time to get some exercise delivering our posters! We have a few places that need to be filled so dust off those walking shoes and get in touch! On offer are: **Te Awamutu, Tirau, Putaruru, Tokoroa, Matamata and new areas of Hamilton**, – and we are always open to suggestions of new places to deliver to! **Note:** These are **NOT** letterbox drops but to local businesses, work places, community groups and the like. This role is only every two months from February through to October.

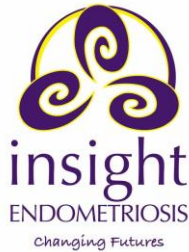
Support Group Co-ordinators: We are looking for Support Co-ordinators in Hamilton as well as other areas of NZ and also Tertiary Campuses to run our monthly "coffee/support groups". We are looking for the following skills and attributes:

- A good listener
- Able to relate well to women from all backgrounds
- Able to facilitate discussions to ensure everyone is able to comfortably participate and feel involved in the group
- An understanding of living with a chronic illness
- Excellent communication skills

Support group meetings can be held to suit your commitments, but you will need to be able to make a firm commitment to a regular monthly meeting time, as well as being able to contact people between meetings to encourage attendance.

Ideally you will have a landline phone, with access to email, text and Facebook an advantage. Full on-going training will be provided and we will look after the promotional side for you. Immediate start available.

Pamphlet Translators: Looking to have our current pamphlet translated into various languages to have on our website available to many different cultures. We already have quite a diverse range already but always seeking more to be done. If you can speak another language and are able to translate our pamphlet into your native tongue we would love to hear from you. You will need to have access to email, Microsoft Word and be able to speak English also. It would also be an advantage if you had someone that can also proof read your work.



Donations Box Co-ordinator (shared role): We need a volunteer to organise donation boxes in shops and similar places throughout the year. While there will be a particular focus on awareness month in March, we would like to set up a regular route to cycle our own donation boxes around to different places to raise awareness as well as funds. You will be an ambassador for the organisation, so will be confident, approachable and able to speak about endometriosis experiences and the role of Insight Endometriosis in improving outcomes.

You will also need to be pro-active and organised, able to keep in contact with donation stations, and collect donation boxes. We will provide letter templates, donation boxes, brochures and receipt books as well as contact details for some initial places to approach. You will be required to keep legible records of monies received and be responsible for sending out thank you letters/certificates.

It would be possible to split this role - with one person co-ordinating and promoting, and one distributing and collecting the boxes. Time commitment would be 2 hours a month, flexible, so can fit in around school holidays and other commitments.

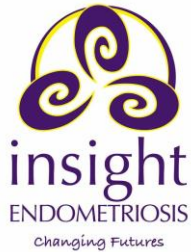
Sponsorship & Donations Co-ordinator: We need a volunteer to organise donation boxes in supermarkets and bigger chain outlets like the Warehouse throughout the year. You will be an ambassador for the organisation, so will be confident, approachable and able to speak about endometriosis experiences and the role of Insight Endometriosis in improving outcomes.

You will also need to be pro-active and organised, able to keep in contact with donation stations. We will provide letter templates, brochures as well as contact details for some initial places to approach. Most of the places that are contacted already have donation boxes set up for various organisations to use. You will be required to keep legible records of monies received and be responsible for sending out thank you letters/certificates.

Time commitment would be 1-2 hours a month, flexible, so can fit in around school holidays and other commitments. A lot of the initial contact can be done via email to these places, so access to emails is a must.

Donations Programme Co-ordinator: We are seeking a volunteer to organise and approach potential corporate donors offering social responsibility programmes.

You would be required to complete the set-up of and administer a payroll giving scheme through employers, develop an individual donor programme to elicit regular donations,



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and maintain the website and Facebook pages to include a strong philanthropic component to encourage support.

You will need to be a pro-active and organised ambassador that is confident in speaking about endometriosis as a condition. You will be required to keep legible records of gifts promised and be responsible for sending out thank you letters and certificates.

We will provide training and support as well as basic information about endometriosis and our organisation to answer any questions you may encounter from the public.

Time commitment would be 2-4 hours a month, flexible, so can fit in around school holidays and other commitments. A lot of the initial contact can be done via email to these places, so access to emails is a must.

If anything there takes your fancy please contact us to discuss further.

Thanks

Email: info@insightendometriosis.org.nz

Phone our offices on 07 8555 123

OR

Text/Call Mobile: 022 5855 123