



SAVE OUR OLD FORESTS ASSOCIATION

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## **SOOF Volunteer Roles**

Save Our Old Forests (SOOF) Association is a nonprofit that is 100% volunteer driven and we can always use help!

This document includes some of the SOOF Volunteer Roles that we need help with... but of course there are lots of other ways to get involved!

If there's something you'd like to offer that isn't in the list please drop us a line - we'd love to hear from you. Contact [soof@saveouoldforests.ca](mailto:soof@saveouoldforests.ca)



## COMMUNITY EVENTS PLANNER

**Description:** SOOF hosts a number of community events (e.g. dances, SOOF Soup Sundays), and citizen science workshops throughout the year. We are looking for a *Community Events Planner* to help coordinate and oversee these events - including booking venues, workshop facilitators, marketing and promotion and event registration. The *Community Events Planner* would not be expected to attend all of the events but would need to provide all the details (registration etc) in advance to the SOOF Campaign Manager for any events/workshops they are unable to attend.

**Commitment:** 10 - 15 hours per event/workshop, and approximately 10 - 12 events per year

### Responsibilities:

- Acting as the primary contact for workshop facilitators and event hosts - confirming details, speakers - confirming details, following up contact for guest speakers and workshop guest speakers to confirm workshop details
- Creating promotional material for workshops and events including poster design and text description
- Creating and monitoring Google forms for registration
- Ensuring ads/notices are published on social media (Facebook and Instagram), Bridgetown Reader, SOOF Website and the SOOF newsletter
- Creating and maintaining a wait-list when registration is full and ensuring notices are updated to reflect the wait-list, and registration form stops accepting responses
- Ensuring a reminder email is sent to registered participants a week in advance

**Note:** Familiarity with Canva, Google Forms, and Wordpress is an asset but not required. Training and support will be provided. The *Community Events Planner* is not expected to plan the annual music festival "SOOFSTOCK".



## EVENT SUPPORT REP

**Description:** SOOF is invited to have a booth/table at various events and festivals throughout the year. These include events such as: Tupper School Museum's Ice Cream Social, Medway Forest Market, RiverFest, Volunteer Expo and more. We are looking for a small group of *Event Support Reps* that would be willing to help at these types of events, setting up tables, chatting with people and packing up afterwards. *Event Support Reps* are paired up to ensure the table is always covered and give each volunteer an opportunity to take a break and check out the event for themselves.

**Commitment:** Shifts are between 2 - 4 hours per event. There are approximately 7 events per year but the number of events that an *Event Support Rep* volunteers for is entirely up to the individual and dependent on their schedule.

### Responsibilities:

- Arranging to pickup or deliver SOOF materials before the event
- Helping to set up the booth or table for the event
- Talking with guests of the event about SOOF, answering questions, encouraging guests to sign petitions, selling shirts or other SOOF items if appropriate
- Tearing down the table and arranging for pickup or deliver SOOF materials post event

**Note:** We are looking for multiple people to volunteer for this role so that we have a list of *Event Support Reps* to contact when something comes up.



## INFOGRAPHIC DESIGNER

**Description:** Create eye-catching infographic posters and visuals for social media to help communicate about the importance of saving old forests. These visuals will be used online and will cover a number of topics such as wildfires, biodiversity and carbon sequestration.

**Commitment:** To be determined. Depends on the skill and experience of the designer!

### **Responsibilities:**

- Create a SOOF infographic “template” or style sheet that can be used to design posters and visuals with a similar “look and feel” and brand
- Design infographic posters for each topic and incorporate the information provided by the team



## SUPPORTERS & FRIENDS OUTREACH

**Description:** As part of the campaign, SOOF is asking businesses and not-for-profit organizations throughout Nova Scotia to show their support by letting us use their logo on our website and social media (Facebook and Instagram). We are looking for *Supporters & Friends Outreach Reps* to help us make connections and get more logos from business owners and nonprofit organisations.

**Commitment:** It's entirely up to the volunteer how much time you would like to spend trying to collect business/nonprofit logos.

### **Responsibilities:**

- Reaching out in-person to local businesses to see if they would let SOOF display their logo on the website as a "Supporter & Friend"
- Following up with businesses to ensure they provide permission or have sent the logo to SOOF
- Contacting businesses via Facebook to enquire if they would become a SOOF supporter and friend
- Posting on social media within groups and forums to remind that SOOF is looking for more logos



## EVENT PHOTOGRAPHER

**Description:** Photos are a great way for SOOF to highlight events and workshops, and help to spread awareness of all the fun and support the campaign has been building. An *Event Photographer* is someone that enjoys taking photos and attending community events like dances, music performances, and workshops out in the woods.

**Commitment:** 2-4 hours per event

### Responsibilities:

- Attending SOOF hosted events and workshops to take photos
- Asking an individual directly before taking photos
- Ensuring that an individual's wishes are respected if they do not want to be photographed
- Uploading photos to the SOOF shared drive for use on social media and website within 48 hours of the event
- Notifying the SOOF Campaign Manager when the photos are uploaded and ready for use

**Credits:** Photos will be credited to the *Event Photographer* when they are used in any publications (social media, articles, website etc).



## VIDEOGRAPHER

**Description:** Videos are a great way for SOOF to highlight events and workshops, and help to spread awareness of all the fun and support the campaign has been building. The *Videographer* is someone that enjoys taking videos and putting together short reels that could be used on social media post-event.

**Commitment:** Events are generally between 2 - 4 hours, but editing would take some time.

### **Responsibilities:**

- Attending SOOF hosted events and workshops to take videos
- Asking an individual directly before taking videos
- Ensuring that an individual's wishes are respected if they do not want to be including in the video
- Notifying the SOOF Campaign Manager when the photos are uploaded and ready for use

**Credits:** Videos will be credited to the *Videographer* when they are used on social media.



## LETTER WRITING CAMPAIGN COORDINATOR

**Description:** Writing letters to politicians is a foundational part of any social movement or campaign like SOOF. We have attempted a few online letter writing campaigns but we are asked to provide templates or tips and we think a few in-person workshops might be more effective. We are looking for a *Letter Writing Campaign Coordinator* to help us get these going. This is a new approach for SOOF and we would work closely with the *Letter Writing Campaign Coordinator* to provide support all along the way.

**Commitment:** To be determined

### **Responsibilities:**

- Booking the venue to host in-person workshops
- Providing details of the workshop (date, time, location) to SOOF Campaign Manager to create promotional material
- Crafting templates and letter writing tips to help guide participants
- Hosting in-person letter writing workshops





## GRANT WRITER

**Description:** SOOF has a number of citizen science projects in the planning stages, and hosts an annual music festival “SOOFSTOCK”. As SOOF is 100% funded by donations we are looking for a *Grant Writer* that would be responsible for finding and completing appropriate grant applications to help with the projects and music festival.

**Commitment:** To be determined

### Responsibilities:

- Finding appropriate grants to support citizen science projects and the annual music festival
- Bringing the grants forward to the SOOF Campaign Manager for consideration before continuing the application. This includes identifying the supporting documentation and final reporting requirements for each grant.
- Completing the application and ensuring all supporting documentation is attached



## SIGNATURE COLLECTOR

**Description:** The *Signature Collector* helps to collect signatures on the petition by reaching to personal connections, local businesses and market vendors. The *Signature Collector* will also check in periodically with any business or market vendor who has agreed to host the petition and make sure that they have fresh petitions and take away completed petitions. The *Signature Collector* will ensure that completed petitions in their possession are sent to the *Petition Collector*.

**Time Commitment:** It's entirely up to the volunteer how much time you would like to spend on collecting signatures.

### Responsibilities:

- Tapping into personal connections (friends, family, neighbours) in order to collect signatures.
- Talking to local business owners and asking them to keep copies of the petition in their place of business.
- Checking in on petitions at businesses to see if they need more copies and taking away completed petitions.
- Connecting with vendors at local markets to ask if they would keep copies of the petition at their stall/table.
- Sending petitions to the *Petition Collector*



## PETITION COLLECTOR

**Description:** The *Petition Collector* receives completed petitions and ensures that the signatures are valid (e.g. residents of Nova Scotia) and that the wording of the “Prayer” (first section) of the petition has not been altered. At the end of the petition period the *Petition Collector* tallies up the total number of signatures, and creates the package of petitions to be presented to the Member of the Legislative Assembly (MLA).

**Time Commitment:** Approximately 4 -5 hours for the duration of the petition

### Responsibilities:

- Providing a valid mailing address to return petitions.
- Keeping the petitions that have been returned safe until the end of the petition period.
- Removing any petitions where the wording of the “Prayer” has been changed from the original wording provided.
- Crossing out any signatures that are not Nova Scotia residents.
- Keeping a tally of the total number of valid signatures.
- Creating a package of all the valid petitions to be presented to the MLA.

**Note:** This role is limited to one volunteer per County/petition. We are looking for a *Petition Collector* in the following counties: Cape Breton, Guysborough, Hants, Inverness, Queens, Richmond, Shelburne, and Victoria.