



National
Scleroderma
Foundation

Texas Bluebonnet

2022 Volunteer Opportunities

To volunteer contact
National Scleroderma
Foundation
Texas Bluebonnet Chapter

Call: 281-880-4992
866-LEARN SF
(866-532-7673)

E-mail:
txchapter@scleroderma.org

Advocacy

Position Summary: Volunteers advocate on behalf of the National Scleroderma Foundation's positions on public policy that impacts individuals affected by scleroderma. This may include speaking with Texas legislator; participating with the Foundation at Capitol Hill Day in Washington DC; speaking about scleroderma and telling your story to others at events. Advocacy training is available from the Foundation through online webinars. Volunteer will receive advocacy alerts to inform and encourage others to participate by contacting their state and national representatives and senators.

Position Type & Location: Primarily virtual work from home, but some travel to Austin or to US Congressional representative offices around Texas.

Time Commitment: 2 to 4 hours a month

Awareness

Position Summary: Volunteers increase public awareness of the disease, of the Foundation, and the Texas Bluebonnet Chapter activities.

Position Type & Location: This role would work primarily from their home via computer and Internet. Therefore, they must have their own computer with Internet access. Also, meetings with local media outlets (TV, radio, print) will be necessary. Living in or having quick access to Dallas/Fort Worth, Houston, San Antonio, and Austin is preferred.

Qualifications and Skills: Experience in public relations, advertising, marketing, or promotions. Connections in television, radio, and/or print media are helpful.

Time Commitment 4 to 6 hours a month

Education Programs

Position Summary: The TBC has one large and one or two small scleroderma education events per year. The committee volunteers brainstorm ideas and locations, help plan events, and participate in local events, and if possible, state-wide events.

Position Type & Location: The team will be a state-wide volunteer team that will conference together primarily by phone and participate in events in person, as much as possible.

Qualifications and Skills: Event or meeting planning skills.

Time Commitment: Time commitment will vary, with greater time required during planning and during event.

Support Group Leadership

Position Summary: Support Group Leaders are responsible for facilitating a group of individuals who meet on a regular basis and act within the parameters of providing support, education, and fellowship to one another. The leadership is responsible for meeting logistics, agendas, publicity, refreshments, and materials.

Position Type & Location: This is a volunteer leadership role (there may be more than one leader) for online meetings or in a specific locale in Texas where a support group meets and needs additional leaders or where a support group is not yet available.

Qualifications and Skills: Understanding of group behaviors and leadership; willing to work toward the group goals; comfortable with the expression of emotion, tension and conflict; value and respect each member as an individual; emphasize the positive aspects of the support group; encourage members to identify/evaluate alternatives for themselves. Social and hospitality skills, email and list distribution for meeting notification. Commitment to plan and coordinate regular meetings. Support Group Leaders are required to take SPIN-SSLED training provided by the Foundation to acquire the tools necessary to succeed as a group leader.

Time Commitment: Varies depending on the needs of the support group and how frequently the group meets.

Chair

Volunteer Coordinator

Position Summary: The Volunteers Coordinators help recruit and connect with individuals who are willing to volunteer for TBC activities and events across Texas, including maintaining a database of potential volunteers. Volunteers also help to encourage and recognize all the hard-working volunteers across Texas for the TBC and Scleroderma Foundation through email and postal mail notes of encouragement.

Position Type & Location: Some volunteer time will be working from home on their own computer and using their own phone. Some volunteers are needed at the events to coordinate the amazing volunteers for the TBC.

Qualifications and Skills: Email, Google docs and Google sheets. Good communication skills on phone.

Time Commitment: 3 to 4 hours a month

Fundraising

Position Summary: To identify viable and realistic fundraising events as well as plan, organize, supervise and see these events to completion for the Chapter.

Position Type & Location: This role would work from their home via computer and participate in fundraising events in your local area and, when possible, at other locations around the state. TBC currently hosts Stepping Out to Cure Scleroderma Walks in San Antonio, Houston, and Dallas/Fort Worth.

Time Commitment: 2 to 10 hours a week, hours and schedule to be determined by volunteer.

Sponsor Recruitment

Position Summary: Volunteers will brainstorm relevant sponsors for each TBC event/fundraising activity and connect potential sponsors regarding opportunities to attend or sponsor events and fundraisers.

Position Type & Location: Some volunteers time will be working from home on their own computer and using their own phone. Some volunteers are needed at events in their local area.

Qualifications and Skills: Email, Google docs and Google sheets. Good communication skills on phone.

Time Commitment: 3 to 4 hours a month.

Grant Writer

Position Summary: Research and identify viable grant opportunities for the Chapter, as well as prepare and submit grant applications, letters of inquiry and formal proposals according to the grant guidelines for approval by the Scleroderma Foundation before submitting to the grant maker. Assist in the development of standardized text which is included in an online workspace database for easy retrieval and updating as appropriate.

Position Type & Location: This position will be managed entirely through e-mail and video conferencing, so candidates may reside anywhere in the state, but they must have their own reliable Internet access and computer.

Qualifications and Skills: Experience as a professional grant writer. Extensive knowledge of grant maker research and grant proposal development.

Exceptional attention to detail. Use PC, Microsoft software products and email to complete this work.

Time Commitment: 5 to 10 hours a month

Social Media Coordinator

Position Summary: The Social Media volunteer manages postings on TBC Social media sites (Facebook, Twitter, Instagram, and/or YouTube). Connect with Support Group leaders on a regular basis to collect updated information about their activities, speakers, meeting schedule and locations. The Social Media Coordinator regularly shares content from the National Office social media accounts to increase their exposure and to maintain consistent messaging.

Position Type & Location: Volunteers will work from their own home and on their own computer.

Qualifications and Skills: Good written communication and social media skills.

Time Commitment: 4 to 5 hours a week

Social Media Content

Position Summary: Volunteers will identify relevant information for potential posting on TBC social media pages, website and newsletter. Coordinate with Medical Advisory Board Director to get monthly articles for posting. Sending content to Social Media Chair for final decision on posting. Coordinate with National Office Communications Department to ensure consistent messaging and branding.

Position Type & Location: Volunteers will work from their own home, on their own computer, and phone.

Qualifications and Skills: Email, Google docs and Google sheets.

Time Commitment: 4 to 5 hours a week

Newsletter

Position Summary: The Newsletter volunteers will proof articles and content immediately before publication, validate hyperlinks, confirm dates listed and spelling of names, etc.

Position Type & Location: Volunteers will work from their own home and on their own computer.

Qualifications and Skills: Good written communication and grammar skills.

Time Commitment: 2 to 4 hours a month

Graphic Designer / Desktop Publisher

Position Summary: The Desktop Publisher volunteer will design and create professional looking newsletters, brochures, marketing, and fundraising materials to be widely used by TBC Board Members, Support Groups, and the public. Publications will provide medical, support and public awareness information about scleroderma, TBC activities and Support Groups, as well as membership and organizational information. The volunteers will closely follow the Foundation's branding standards and guidelines; and will ensure consistent messaging with the National Office.

Position Type & Location: Volunteers will communicate with the TBC Board entirely through e-mail, so candidates may reside anywhere in the state, but they must have their own reliable Internet access and desktop publishing software.

Qualifications and Skills: Good written communication and desktop publishing skills.

Time Commitment: 4 to 5 hours a week.

Scleroderma Education Videographer / Editor

Position Summary: Video Recorder volunteers will collect video content at state-wide and local/regional events. Video Editor volunteers create, edit, and produce videos using videos/photos from local/regional video recorders and photo coordinators to post on website and social media (Facebook, Twitter, YouTube). The video editor volunteers ensure consistent messaging and branding according to the Foundation's brand guidelines.

Position Type & Location: Volunteers will work from their own home, on their own computer, phone and with their own photography equipment, when necessary. Volunteers will also travel to cover local events and state-wide events, when possible.

Qualifications and Skills: Use Google Drive to store videos for use by Education Programs Chair and Social Media coordinators.

Time Commitment: Varies depending on the event.

Juvenile / Young Adult with Scleroderma

Position Summary: TBD.

Position Type & Location: TBD

Time Commitment: TBD.