

**NJSIM Foundation  
Volunteer Opportunities  
updated September 2020**

<b>Committee</b>	<b>Role</b>	<b>Description</b>	<b>Time Required</b>	<b>Active Months</b>	<b>Contact</b>
<b>Grant Committee</b>	Reviewer	Review and prioritize grant requests from eligible NJ-based charities	3 - 5 hours per grant cycle	Oct thru Nov Apr thru May	Mark Samuels liberty2000.mark@yahoo.com
Scholarship Committee	Reviewer	Review scholarship applications and prioritize scholarship nominees	10 hours per cycle	Jan thru May	Frank Gianelli frgjr1@gmail.com
Communications Committee	Editor	Maintain Foundation and Golf Outing Website; LinkedIn; and Facebook Page: format and publish content	10 hours per month during busy months  else  1 -2 hours per month	August thru June  Busy Months Aug thru Sep; Jan – May	Kevin Byron byronkf1223@gmail.com
	Content Creator/ Reporter	Compose content for all channels in cooperation with Committee chairs with focus on events and news; annual Giving Tuesday donation campaign; and fund-raising events  Coordinate email blasts with Chapter communication teams;	10 hours per month during busy months  else  1 -2 hours per month	August thru June  Oct – Dec (Giving Tuesday Campaign) Jan - May	Kevin Byron byronkf1223@gmail.com
STEM Career Awareness	Scheduling Coordinator	Contact School Partners to schedule program  Confirm logistics with educators  Maintain Sign-Up Genius mailings to recruit volunteer	2 – 4 hours per month	Sep - Jul	Yee Jao <a href="mailto:yjao88@yahoo.com">yjao88@yahoo.com</a>

	Program Participant	Join 2-3 other SIM volunteers to facilitate sessions at Middle School.  No training required	3 hours per session	Sep – Jul  Join the volunteer mailing list to receive alerts on dates.	Yee Jao <a href="mailto:yjao88@yahoo.com">yjao88@yahoo.com</a>
Golf Outing					
	Chairman	Overall responsibility for golf outing planning. Active participation in primary beneficiary selection; event promotion amongst members; venue contract; and issue escalation and resolution	8 hours per month 23 hours week of event	Jan - May	Judy Balaban <a href="mailto:j.balaban@att.net">j.balaban@att.net</a>
	Project Manager	Conduct weekly status calls; document action items and responsibilities; focus team members on open items	8 hours per month 23 hours week of event	Jan - May	Mark Barash <a href="mailto:markbarash@aol.com">markbarash@aol.com</a>
Logistics	Logistics Coordinators	Various coordinating roles: venue contact; signage; swag procurement	2-4	Jan - May	Mark Barash <a href="mailto:markbarash@aol.com">markbarash@aol.com</a>
Sponsorships	Sponsor Identification and Relations	Identify and contact potential sponsors; communicate details of sponsorship packages; coordinate required paperwork for sponsor sign-up	10-20 hours per month	Jan - May	Judy Balaban <a href="mailto:j.balaban@att.net">j.balaban@att.net</a>