

PLANNED PARENTHOOD OF THE SOUTHERN FINGER LAKES

VOLUNTEER OPPORTUNITIES

ADMINISTRATIVE SUPPORT

PPSFL occasionally has a need for individuals interested in providing administrative support. The time commitment and responsibilities would vary but involves such tasks as answering phones, filing, word processing, data input, and assisting PPSFL with special projects. Computer experience is highly desirable. (Volunteer positions only.)

BOARD OF DIRECTORS/COMMITTEES AND TASK FORCES

PPSFL is always interested in knowing about people who would like to serve on our Board of Directors or one of our Staff/Board Committees or task forces. Members of the Board are recommended by the Nominating and Board Development Committee. If you would like to be considered for Board membership, please indicate so on the Volunteer Application form.

DEVELOPMENT

The Development Department manages our fundraising efforts. A large pool of volunteers is needed to phone donors and perform clerical tasks at the phonathons we conduct throughout the year. In the office, volunteers help out with clerical work, updating mailing lists, etc. Others help organize special events. Volunteers do not need prior experience, though computer experience is highly desirable. (Volunteer positions only.)

EDUCATION

The mission of the Education and Training Department is to encourage the acceptance of sexuality as a positive force that improves the quality of life. To that end, we provide education programs and information aimed at improving the sexual health of our community. We provide direct education programs, professional training, and access to a major collection of books, videos, pamphlets, and professional journals related to human sexuality. We also provide information through our website, www.sextalk.org.

There are limited opportunities to volunteer/intern in the Education and Training Department and they are usually organized a semester in advance of the start date. Occasionally special projects come up that would benefit from the energy of volunteers. To be placed on an e-mail list about those special projects, please check the "Education-Special Projects" box on the application form. If you would like information about more formal volunteer/internship opportunities, please contact Maureen Kelly, Vice President for Education and Training, at 216-0021, ext. 134.

FINANCE/INFORMATION SYSTEMS

Experience in general bookkeeping/accounting, office/filing, spreadsheets (Excel), and experience in computer networks (LAN, Microsoft 2000) and PC support (hardware, troubleshooting) is highly desirable.

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Volunteer Opportunities

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FRONT OFFICE

The front office schedules appointments, answers the phone, and performs other administrative tasks. We use one or two volunteers to assist in the office filing, retrieving and processing medical records and lab reports. Volunteers are expected to maintain strict patient confidentiality. A weekly commitment of three to four hours is expected. (Volunteer positions only/summer months only.)

PUBLIC AFFAIRS

The Public Affairs program mobilizes support for reproductive rights, sexual health and the pro-choice philosophy. Volunteers are needed for pro-choice campus and community organizing, e-mail and phone action alert networks, and media work, as described on the "Choose for Choice" survey. Volunteer and internships are available; internships are for campus organizing only.

***ALL VOLUNTEERS ARE REQUIRED TO FOLLOW
A STRICT CONFIDENTIALITY POLICY***