

Vancouver Brain Injury Association Volunteer Outline- Summer 2019

Overview

Thank you for expressing interest in being a volunteer with the Vancouver Brain Injury Association (VBIA) for the summer of 2019! We are very excited to have you onboard. This document will outline the roles, expectations and opportunities for volunteers.

Overview of VBIA

The Vancouver Brain Injury Association is a Vancouver-based charity founded in 2012. After suffering a brain injury himself, Richard Wagar found there to be a void of resources for people recovering from brain injuries. This organization aims to provide survivors with support groups, legal aid and programming to help them recover. Examples of services include Brain Gain Fridays and monthly support groups in six different locations around Vancouver. VBIA also runs programs to educate the community, such as Brain Waves which aims to educate youth on brain injury prevention in schools. For more information, please visit <https://vancouverbia.org/>

Volunteer Positions

Volunteers have a big role to play within VBIA! As a charity organization, we rely on the support of hard-working volunteers like yourselves to organize fundraisers, coordinate social media, reach out to donors and facilitate presentations. For the time being, we have two main committees that need volunteers:

- Social Media Committee
 - Create content for various social media platforms (including but not limited to Facebook, Instagram and LinkedIn)
 - Post and update social media platforms weekly
 - Respond to messages received on social media platforms
 - Engage with followers regularly
 - Create new & innovative ways of increasing member base through social media advertisements
 - Working with other committees to design marketing posters for various events/programs
 - Updating the VBIA blog
 - Advertise VBIA on other popular social media handles
 - Other tasks as necessary
- Fundraising Committee
 - Brainstorm various types of short and long term fundraisers
 - Reach out to previous and potential future sponsors and donors
 - Organizing fundraising logistics

- Working with social media committees to design marketing posters for various events/programs
- Other tasks as necessary

Expectations of Volunteers

- Be able to commit 1-2 hours per week towards VBIA volunteering at the Vancouver Office (839 W Broadway, Vancouver) for at least 2 consecutive months, although we would prefer volunteers to stay involved all summer if possible. This will mainly take place through 1-hour long committee meetings, most likely on evenings/weekends once per week. This time commitment may increase as we get closer to various events. While we are looking for long-term volunteers, we are happy to make accommodations on a case by case basis.
 - Meeting times will be confirmed ASAP. If a volunteer is unable to make a meeting, they must inform Marisha (marisha@vbia.ca) as soon as possible. We do understand that urgent situations do occur, but expect volunteers to be proactive and flexible.
 - During busy months (final exam periods) we will re-evaluate meeting times to best suit the needs of volunteers. During these times, we will also be more flexible in terms of minimum weekly hours.
- Attend 1 orientation session prior to volunteering
- Interact respectfully with other volunteers and VBIA staff
- Answer emails in a timely manner
- Be present at events or fundraisers as often as possible

Benefits of Being a VBIA Volunteer

During or after your volunteer position with VBIA, we would be happy to act as a reference or provide you with a letter of recommendation towards your next position. Once you have volunteered for substantial period of time, we will also add your photo and short biography to our website. Volunteering for a charity with a strong cause is great experience if you are looking to pursue a university degree, medical school or getting a job in a related field. As a volunteer in the summer, you would be in strong standing to act as an in-school volunteer with the [Brain Waves](#) program. If you are over the age of 17, this position will also give you an advantage if you are interested in applying for summer job positions with VBIA in the future.

Next Steps

We will be hosting our next orientation session for volunteers on Saturday March 16 from 1-3 pm at our Vancouver office (839 W Broadway). This will be a great opportunity to meet our President, Volunteer Coordinator, and other volunteers! We will be reviewing the structure of the

organization, volunteer requirements and expand on some of our future goals. This is also the perfect time to ask any questions you might have!

Questions?

If you have any questions about the role of a VBIA volunteer or the information found in this document, please feel free to reach out to marisha@vbia.ca