

WELLESLEY A BETTER CHANCE

Opening the door to greater educational opportunity since 1972

VOLUNTEER OPPORTUNITIES

PRESIDENT (CAN BE CO PRESIDENTS)

Oversee the organization. Work in close contact with ABC National, Resident Director, Resident Tutor, the scholars and their families, Board members and other ABC volunteers. Be prepared to step into any role as needed. Set the agenda and organize bi-monthly board meetings during the school year.

SECRETARY

Take notes at board meetings to record the minutes of the organization. Maintain the ABC calendar and directory. Maintain the various email lists in the organization to send emails to appropriate groups.

TREASURER

Oversee income, investments and disbursements of the organization. Work with Bookkeeper, VP of Development, Resident Director, Co-Presidents and Board.

ASSISTANT TREASURER

Assist Treasurer with collecting mail and monitoring donation income.

VP OF ACADEMIC AFFAIRS (CAN BE CO VP'S)

Work with our Resident Tutor in the management of all academics for the scholars. Coordinate with and schedule regular meetings with the six academic advisors. Coordinate college and financial aid applications with volunteers with special expertise in these matters.

ACADEMIC ADVISORS

Meet with one scholar on a weekly basis to plan strategies for course selection, homework, test preparation and eventual college selection. This is a four year commitment through which you get to know a student in depth and have a significant impact on their academic experience.

TUTORS

Meet with scholars as needed, usually during weeknight study hours 7:00 to 9:30 pm, to assist with course topics in your field of academic background or professional expertise—such as sciences, writing, foreign languages, math, etc.

VP OF STUDENT AFFAIRS (CURRENTLY CO VP'S)

Assist our ABC Resident Director in the management of all non-academic aspects of a “home away from home” which we provide for 6 scholars who live in the ABC house during the school year. This includes coordinating the filling out and filing of school forms with the scholars and their families, as well as supporting extracurriculars/sports, and arranging social activities and outings.

HOST FAMILY

Open up your home to host an ABC scholar one weekend per month during the school year. This role benefits the scholar by giving them a personal support network of caring community members and benefits your family by enriching their understanding of the experiences of others. This is a four year commitment in which you get to know a student in depth and have a significant impact on their Wellesley experience.

DRIVING COORDINATOR

Receive weekly ride requests from our scholars for after school activities during the week and social activities, etc, during the weekends. Send ride requests weekly to list of approximately 50 background checked ABC drivers by email and match respondents with scholar requests.

DRIVERS

Provide transportation for after school activities during the week and to social activities, etc. during the weekends. This popular position has the most manageable time commitment, as you can drive as little or as much as you are able.

VP OF DEVELOPMENT (CAN BE CO VP'S)

Oversee all fundraising efforts for the organization, including coordination of an annual appeal mailing to our Donorview database and a fundraising gala.

GALA FUNDRAISING CHAIR (CAN BE CO CHAIRS)

Work closely with the ABC Board, particularly the VP of Development, as well as the Fundraising Committee to plan and oversee the annual fundraising gala, including location selection, catering, invitations, decorations, auction items, etc.

FUNDRAISING COMMITTEE

Help plan and implement events for small and large groups of donors and prospects. Develop and maintain relationship with donors, track giving trends and propose fundraising opportunities in our local community

STUDENT HEALTH CARE COORDINATOR

Maintain student health forms and act as liaison between student, resident director, guardians and doctors to arrange medical care as needed from health care providers during the school year. Coordinate medical treatment with scholars' insurance policies.

MEDICAL, DENTAL & MENTAL HEALTHCARE PROVIDER

Provide discounted or free medical services to the ABC scholars.

NUTRITIONIST

Consult with Resident Director, Resident Tutor, Cook and Scholars to promote healthy meal and snack choices and basic nutritional advice.

SELECTION COMMITTEE

Review prospective scholar applications from the ABC National organization for acceptance by the Wellesley ABC program. This includes extensive phone, video and in person interviews. Criteria for potential scholars include high academic performance, low family income and the ability of the students to adapt socially and independently to group living away from their families starting at age 14-15.

SUMMER ENRICHMENT COORDINATOR

Find cost effective summer programs for leadership, academic enrichment and service for our high school scholars for the summer before their Sophomore and Junior years.

DIRECTOR OF COMPLIANCE

Coordinate online background checks and conflict of interest forms of all volunteers. Coordinate insurance required by ABC National.

MARATHON COORDINATOR

File application with the town of Wellesley asking for one or more marathon bibs. Assuming we get a bib(s), find a runner(s) to run on behalf of Wellesley ABC and help promote their fundraising efforts.

VP OF PERSONNEL

Maintain an updated electronic database of all ABC job descriptions. Assist in the preparation of performance reviews of Resident Director, Resident Tutor and Cook. Help in the recruitment of new volunteers as needed.

HOME MAINTENANCE COORDINATOR AND/OR VOLUNTEER

Coordinate volunteers to help maintain interior and exterior of the ABC House, including spring and fall yard cleanups, interior painting projects, renovations, etc.

EVENT COORDINATOR

Coordinate invitation design, catering, decorations, music, thank you notes, etc...for fundraising, reunion, graduation & other events.

PUBLICITY COORDINATOR

Produce updated written and graphic materials for donor education, write newspaper articles and promotional material about Wellesley ABC events and successes. Write content for website and social media posts.

SOCIAL MEDIA COORDINATOR

Develop strategy and manage FaceBook, Instagram, Twitter, and other online channels to engage the Wellesley community and to tell the Wellesley ABC success story.

MULTIMEDIA/VIDEO PRODUCER

Produce video and audio promotion pieces to explain WABC program to prospective donors at various events from large fundraisers and small coffees.

DATABASE MANAGER

Maintain database of volunteers, donors, alumnae in DonorView & other records in Google drive.

HOME RENOVATION CONTRACTOR & MAINTENANCE PROVIDER

Provide discounted or free residential construction services to help us renovate and maintain our new home in Wellesley.

RESIDENTIAL PRODUCT AND SERVICE PROVIDER

Provide discounted supplies for maintaining a residence of 8-10 people including furniture, office supplies, cleaning supplies and food.

FINANCIAL ADVISOR

Assist Financial Committee in providing financial and investment oversight.

DIRECTOR OF ALUMNAE AFFAIRS

Outreach to 80 alumnae, inter-alumnae communication, survey and compile data to describe outcomes.

Please join our community of over 100 volunteers who help every day to give our Wellesley ABC scholars "A Better Chance" in life by pursuing a valuable education at Wellesley High School. Contact Wellesley ABC at office@wellesleyabc.org if you are interested in helping support our talented and hard working scholars in any way.

StephanieAllred@outlook.com

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