

## Overview

In order for **Trinity Kids** to achieve our vision and mission statement, a significant amount of volunteer support is required to successfully execute our RFK camp weeks, CT events, fundraisers, and general organizational needs.

The following positions provide general support to the overall function of **Trinity Kids** as needed. As a volunteer who works with children in our organization, you will be required to complete a volunteer application, pass a background check, and be interviewed by our executive directors and other staff members.

## Positions

- **Grant Coordinator** – provides general support for all grant research, writing, submission, and in some cases presentation of the **Trinity Kids** organization for the purpose of receiving financial support from a variety of funding sources
- **Bookkeeper** – organizes all financial bookkeeping activities and recordkeeping in order to maintain a strong financial reporting system. All reporting should provide transparency to the board of directors and donors, meet the reporting requirements of a registered 501(c)(3) non-profit organization, and facilitate the auditing process with a 3<sup>rd</sup> party organization as needed.
- **Communications Coordinator** – provide all communications services required by **Trinity Kids** including an annual communications plan that addresses the needs of campers and their guardians, donors, volunteers, partners, staff, and the board of directors for the organization. Generate communications guidelines including written copy, terms, and descriptions that build on the **Trinity Kids** brand and provide a consistent message for all consumers
- **Social Media Coordinator** – provide support and manage all use of social media for **Trinity Kids** including but not limited to: **Trinity Kids** website, Facebook, LinkedIn, and Twitter. Use approved material and written copy provide by the **Communications Coordinator** as needed.
- **Network Administrator** – provide support for all technical needs of **Trinity Kids** including but not limited to: domain management (Namecheap.com), email hosting (Microsoft Exchange Online), centralized file storage (Box.com), website technology (DotNetNuke.com), and website hosting (PowerDNN.com).
- **Graphic Artist** – provide graphic arts design, creation, and maintenance, of all logos, images, and artwork as required by **Trinity Kids**. Develop and maintain the **Trinity Kids Style Guide** to ensure consistent usage of all artwork and written communications in order to create a strong branded image for **Trinity Kids**.