**EFMN Volunteer Opportunities**

**All volunteer opportunities are for individuals 18 years of age and above unless otherwise noted in description.**

**Administrative**

*Assist with office work: mailings, event materials, packing literature, organizing files and answering telephone calls.*

***\*Under 18 applicable***

**Time requirement:** Varies. Typical shift is 2-4 hours on a weekday.

**Desired skills & abilities:**  Follow instructions and complete general office work in a timely manner.

**Frequency:** Varies

**Location:** Metro

**Advocacy**

*Advocacy volunteer opportunities can be tailored to suit your interests and availability. Possible opportunities include: keeping EFMN abreast of upcoming town halls and other legislative events, researching local, state, and federal issues that impact people with epilepsy, and hosting in home meetings with your local representatives and other government officials.*

***\*Under 18 applicable***

**Time requirement:** Flexible

**Desired skills & abilities:** Advocacy event experience and/or general professionalism.

**Frequency:** Varies depending on opportunity

**Location**: Minnesota and North Dakota

**Advocacy - Day at the Capitol**

*Epilepsy Awareness Day at the Capitol brings epilepsy awareness to our state representatives: assist with registration, logistics and help participants articulate their stories. Additional opportunity to help prepare for the event in scheduling legislative appointments for participants and assembling materials.*

***\*Under 18 applicable***

**Time requirement:** 2-4 hours on a weekday

**Desired skills & abilities:** Advocacy event experience and/or general professionalism.

**Frequency:** 1 time/year in February or March

**Location**: Metro

**Board of Directors***EFMN’s Board of directors sets the organization’s vision/mission and provides fiduciary oversight and governance of the Foundation. Board members also serve on committees that meet an additional 4 times/year.*

**Time requirement:** 3-year term, length of meetings vary.

**Desired skills & abilities:** Expertise in fundraising, strategic planning, marketing, finance and business.

**Frequency**: Meets 5 times/year (plus 4 additional committee meetings)

**Location**: Metro

**Camp Programs Preparation**

*Camp Oz is a week-long residential camp for youth ages 9-17 with epilepsy. Administrative tasks include: labeling pillboxes, creating nursing binders, organizing supplies, etc.*

***\*Under 18 applicable***

**Time requirement:** 2-4 hours on a weekday

**Desired skills & abilities:** Attention to detail and ability to multitask.

**Frequency**: One week prior to Camp Oz in June

**Location**: Metro

**Camp Programs Volunteer**

*Camp Oz is a week-long residential camp for youth ages 9-17 with epilepsy. Provide cabin/camper support: assisting campers throughout camp activities and working with staff to ensure safety. Also have a 1 day Family Camp and a 3 day Day Camp.*

**Time requirement:** Oz: 8AM-4:30PM on weekdays. Additional camps: Flexible

**Desired skills & abilities:** Good judgment, problem-solving and positive interactions with youth. Background check required.

**Frequency**: Oz: Annually the third week of June. Additional camps: Flexible

**Location**: Oz: Hudson, WI. Additional camps: Flexible

**Creative Arts**

*Creative Arts showcases the talents of people with epilepsy through creativity. There are opportunities around event set-up and support, leading groups at workshops, setting up artwork form the Brainstorms collection and more.*

***\*Under 18 applicable***

**Time requirement:** Varies

**Desired skills & abilities:** Event support, visual & writing skills, connections/networking in the community.

**Frequency**: Varies

**Location**: Metro

**Development Committee**

*Provide strategy, networking and expertise in the areas of individual, corporate and planned giving.*

**Time requirement:** Minimum 8 hours/year of meetings with additional duties outside of meetings

**Desired skills & abilities:** Experience or interest in fundraising, business, strategy and impact of giving.

**Frequency**: 4 meetings/year

**Location**: Metro

**EFMN Exhibits**

Represent EFMN at community or industry events and exhibits.

**Time requirement:** 2-8 hours

**Desired skills & abilities:** Comfortable interacting with public, networking in the community, awareness of local events of interest.

**Frequency**: Varies

**Location**: Throughout our service area of MN and Eastern ND

**Finance Committee**

*The Finance committee monitors and ensures the ongoing financial health of the Foundation: reviewing financial statements, approving the annual audit, monitoring investments and recommending the annual budget for approval by the Board.*

**Time requirement:** Typically 2 hours on weekdays, 20 hours per year

**Desired skills & abilities:** Knowledge of financial statements and budgeting, investments, non-profit accounting and business analysis.

**Frequency**: 5 times/year, additional time reviewing materials outside of meetings

**Location**: Metro

**Human Resources**

*Attention HR professionals: assist in projects in the areas of occupational health & safety, employee development and staffing management.*

**Time requirement:** Varies on weekdays. Volunteers may work from home with periodic check in meetings on projects.

**Desired skills & abilities:** Critical competencies within the HR area of the project, including experience in transformational human resources.

**Frequency**: Varies

**Location**: Metro

**Regional Advisory Committee (RAC)**

*Represent local constituents and help eliminate the stigma around epilepsy by serving on the RAC and working with local EFMN staff. Committees of 10-15 members include: people affected by epilepsy, medical professionals, school personnel, media and community activists.*

**Time requirement:** 3-year term, 1.5 - 2 hour meetings

**Desired skills & abilities:** Active community member, professionalism, ability to share resources and network.

**Frequency**: 4 meetings/year with projects and opportunities throughout the year

**Location**: Only in Duluth, Fargo, Rochester and St. Cloud

**Rise Above Seizures gala committee**

*The Rise Above Seizures Gala raises funds to support programs/services to support the 150,000+ people EFMN serves annually: working with EFMN staff, planning the event, recruit sponsors and auction donations.*

**Time requirement:** Varies as needed. 8 - 12 meetings / year, time to solicit and gather auction items

**Desired skills & abilities:** Event logistics, fundraising and networking in the community,

**Frequency**: Planning meetings Nov – May; event is in April or May annually

**Location**: Metro

Additional “day-of only” opportunity to help with event set-up, guest check-in, games and clean-up.

**Rise Above Seizures Walks**

*The Rise Above Seizures Walk brings together communities to raise money and celebrate loved ones with epilepsy. Opportunities include assembling registration materials, organizing supplies, communication with teams and day-of support in the form of selling t-shirts, staffing booths, greeting walkers and more.*

***\*Under 18 applicable***

**Time requirement:** 2-3 hours on weekdays; 2-8 hours shifts at the walk

**Desired skills & abilities:** Fundraising, event logistics, office work, multi-tasking and comfort in dealing with the public.

**Frequency**: Varies

**Location**: Metro, St Cloud, Duluth, Rochester, Fargo

**Seizure Smart Communities**

*Seizure Smart Communities engage people to educate about epilepsy and reduce stigma across rural areas in MN and ND: volunteer ambassadors connect EFMN to civic leaders, schools, medical centers, organizations and businesses.*

**Time requirement:** 1-year renewable term, hours flexible as needed

**Desired skills & abilities:** Comfortable interacting with public, engaged community member, professionalism. Background check required.

**Frequency**: Approximately 2 hours/month

**Locations**: Select communities across MN & ND

**Seizure Smart Schools**

*Seizure Smart Schools brings students, parents and school personnel together to educate about epilepsy and reduce stigma: share your story while educating classrooms and schools about seizure first aid, connect with local schools by delivering educational materials.*

**Time requirement:** Minimum 5-10 hours/year.

**Desired skills & abilities:** Light public speaking, professionalism, engaging with others, basic knowledge of seizures and seizure first aid. Training and resources provided; independent transportation required.

**Frequency**: Ongoing from August - May

**Location**: Schools across MN & ND

**Social Events**

*EFMN offers a range of social events to connect people affected by seizures: greet participants, assist with registration, event set-up, etc.*

***\*Under 18 applicable***

**Time requirement:** Varies

**Desired skills & abilities:** Good judgment and problem-solving, interaction with all ages and abilities.

**Frequency**: Ongoing

**Location**: Duluth, Rochester, St. Cloud, Fargo

**State Fair Ambassador**

*The Foundation staffs a booth in the education building to disseminate information about seizure first aid, raise epilepsy awareness and answer questions.*

**Time requirement:** 3-4 hours/shift. Multiple shifts are available.

**Desired skills & abilities:** Comfortable in warmer setting, speaking with the public and answering basic questions about epilepsy.

**Frequency**: 12 days annually during the fair Aug-Sept

**Location**: MN State Fair Grounds in St. Paul. Note: the building is not air-conditioned so heat can be an issue for volunteers.

**Workshops**

*Workshops educate communities and provide support for people affected by epilepsy. Greet participants, assist with registration and provide event support.*

**Time requirement:** 1-3 hours on a weekday or weekend

**Desired skills & abilities:** Friendly, detail-oriented, comfortable at a fast-paced event.

**Frequency**: Varies

**Location**: Metro, Duluth, Rochester, Fargo, St. Cloud