

# MICROVOLUNTEERING OPPORTUNITIES

## Volunteer Opt-In Options, Descriptions, and Time Commitments

Time commitments are estimations and may vary depending on skill level, activity length, and project format.

### CREATE AND/OR EDIT PODCASTS

Assist with the recording and editing of podcasts with single or multiple speakers. Edit recordings to remove excess noise and help select/edit short/relevant segments for social media usage.

2-3 HOURS

### COMMUNITY CHANNEL MODERATOR

Monitor Synapse community so social channels and provide guidance and direction with relevant links. This may include writing communications or assisting Synapse staff.

1-2 HOURS

### CREATE TEMPLATES, STANDARDIZED DOCUMENTS, AND POLICIES

Using industry standards, develop various best practice documents for the Synapse community. This might include job descriptions, best practice templates, standardized documents, and other materials.

2-3 HOURS

### DEVELOP A PRE-RECORDED WEBINAR

Work with Synapse staff to develop content around a given topic, including sourcing speakers, coordinating schedules, and managing presentation recording.

UP TO 10 HOURS

### DEVELOP AND COORDINATE A LIVE (DIGITAL) EVENT

Work with Synapse staff to develop content around a given topic, including sourcing speakers, coordinating schedules, and managing the live presentations or event (digitally).

UP TO 15 HOURS

### VIDEO EDITING

Edit video content to provide the best possible experience for the Synapse audience; suggest revisions to content and delivery format to improve quality; and identify key clips for promoting full video content.

UP TO 15 HOURS

### SOCIAL MEDIA CONTENT DEVELOPMENT

Utilize your tech savvy skills to collaborate with Synapse staff to develop targeted content delivered via Synapse channels on social media.

2-5 HOURS

### WRITE A BLOG POST

Identify an industry-specific or "just-in-time" topic and convey information in a concise and captivating manner in writing.

1-2 HOURS

### VOLUNTEER AT AN IN-PERSON SYNAPSE EVENT

Onsite volunteering can include session support, setup, registration desk support, and other administrative support activities. This may include providing an extra set of hands to Synapse staff or volunteer teams at in-person events.

UP TO 20 HOURS

### PROMOTE EXISTING PROGRAMMING

Collaborate with Synapse staff and volunteers to promote Synapse programming within your networks through social media and/or other avenues.

1-2 HOURS

### SHARE YOUR PERSPECTIVE

Collaborate with Synapse staff to create video clips, written testimonials, or other content to be shared on the Synapse website and/or social media.

1-2 HOURS