

Burke Centre Conservancy

Volunteer Opportunities At-A-Glance 2024-2025

VOLUNTEER OPPORTUNITY	BRIEF DESCRIPTION	TIMEFRAME VOLUNTEERS NEEDED	# OF HOURS & VOLUNTEERS NEEDED	LOCATION	TYPE
BC Election Mailing	Stuffing & posting envelopes	Mid-February 1-2 days, as needed	4-6 hours 3-5 volunteers needed	BCC Office	A
Enumerate Engage Mentors	Providing responses via phone/email/chat to assistance requests to enroll/use the Conservancy's new Enumerate Engage system	Estimated late March/early April to open shifts for mentor training	Training: 1 hr Mentoring: 2-hr shifts Up to 10 volunteers recommended	BCC Office for training; Office and/or Work at Home for mentoring	A
Annual Blood Drive	Set up (night before) (Event day) Clean up, greeters, event helpers	Mid-February	2-4 shifts 4-5 volunteers needed	Woods CC	E
Annual Egg Hunt	Stuffing candy/prizes into plastic eggs, taping eggs to keep them closed (2-3 weeks prior) Hiding eggs on grounds and assisting participants locate appropriate age group area (day of event)	Early to Mid-March	2-hour shifts 5-6 volunteers needed 2-hour shifts 3-4 volunteers needed	BCC Office BCC Grounds	E
Spring Wine & Beer Garden and Festival Wine & Beer Garden	-Parking attendant helpers (event day) *not need for Festival garden	Event: 4/26/24 Rain date: 4/27/24 Event: 9/7/24 Rain date: 9/8/24	2-hour shifts 2-3 volunteers needed for event day	BCC Office Grounds	E

TYPE:

A = ADMINISTRATIVE

E = EVENT

G = GOVERNANCE

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-Continued-	-Site helpers (event day) – wiping tables/chairs as needed; help directing visitors to remain inside roped area, etc. -Flyer distribution (7-10 days prior to event)		Min. 2 volunteers for each 2-hour shift, approx. 4 hours needed	(Flyer distribution local BC businesses)	
Earth Day Activities	-Help with set up & site management for activities on grounds such as plant clinics -Litter Cleanups (throughout BCC) -Draft and submit content for BCC publications	Event: 4/20/24 Rain date: 4/21/24		BCC Grounds Work at home	E A
Father’s Day Weekend Dumpster Days Fall Dumpster Day	Weekend site checks to make sure directional signs are still in place & dumpster is not overflowing; report issues to BCC Staff	6/15-6/16/24 11/16-11/17/24	2-3 site visits per day, per event 1-2 volunteers needed per event	Can be done on foot or from car	E
New Resident Welcome Orientation	Help with set up & site management during event; <i>*volunteer-Outreach Coordinator recommended - works with charter/non-charter groups for them to participate</i>			CC to be determined	E
BC Festival	Recommended: <i>volunteer</i> -Volunteer Coordinator	Late July through 9/7 & 9/8/24	1-2 volunteers (share duties)	BCC Grounds	E

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-continued-	Myriad opportunities available. Will be listed separately – to be provided.		Ongoing throughout Festival season	Work at home	
Content Providers <i>(subject to Conservator Editorial policy; not all submissions will be used/accepted)</i>	Volunteer content writers/providers for BCC newsletter, web site, mobile app, social media, etc.	Ongoing	3-4 volunteers per year	Work at home	A
Photographers <i>(subject to review; not all submissions will be used/accepted)</i>	Volunteer photographers for inclusion in BCC newsletter, web site, mobile app, social media, etc. Seeking volunteers willing to attend BCC events and help with other projects	Ongoing	1-2 volunteers per month	Burke Centre, VA	A
Annual Budget Mailing	Stuffing, labeling, & posting envelopes	End of November 1-2 days, as needed	2-hour shifts	BCC Office	A
Cluster Committee Reps	Cluster committee representatives are elected by fellow cluster residents every two years. Cluster reps may also be appointed to a cluster committee after the election. Reps may also be appointed at any time by the Board.	Ongoing	2-year term Minimum 3 reps necessary to make a cluster committee	2-year term (elected)	G
Various Committee/Task Force Reps	Reps are appointed by the Board of Trustees. Most reps are asked to serve a 2-year term.	Varies	Varies – more details to be provided	1 to 2-year term (varies)	G

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Architectural Review Board	Reps are appointed by the Board of Trustees to serve a 2-year term.	Monthly	2-year term 2 meetings (currently via Zoom) per month, 7 PM	2-year term	G
Board of Trustees	Reps are elected by the community to govern the community for a 2-year term.	Monthly	2-year term Minimum 2 meetings (currently via Zoom) per month	2-year term (elected)	G

Updated 02/22/2024 – subject to change.

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