

CHECK WWW.SACTOINSIGHT.ORG
TO GET UP AN UP TO DATE LIST OF
VOLUNTEER OPPORTUNITIES

VOLUNTEERS TO SUPPORT SIM TECHNOLOGY AND COMMUNICATIONS

WEBPAGE

The SIM professionally designed webpage requires maintenance and updating. Volunteers are needed for data entry and to upload materials, including recordings from our events.

Estimated Time Commitment: 10 minutes per week-end 4 hours quarterly to post new events

FACEBOOK

SIM maintains a Facebook page. A volunteer is needed to update this page, including cutting and pasting items from the weekly eNews.

Estimated Time Commitment: 15 minutes/week

BEGINNING CLASS WEBPAGE

A webpage is maintained for students in the beginning class, and a volunteer is needed to maintain the page and post pertinent recordings and information to this site after each class.

Estimated Time Commitment: 30 minutes weekly for six weeks, twice a year.

PHOTOGRAPHY-WEBPAGE & FACEBOOK

Volunteers are needed to take and organize photos for the SIM website and Facebook page.

Estimated Time Commitment: 30 minutes monthly

NEWSLETTER

This online publication comes out twice a year and includes a message from the Board President, as well as articles submitted by community members. Photos and poems may also be included. Volunteers will be needed to collect and organize the articles and photos, proofread the copy and oversee layout and graphic design.

Estimated Time Commitment: 8 hours each edition

SIM VOLUNTEERS IN THE COMMUNITY

ST. JOHN'S PROGRAM IN SACRAMENTO

SIM volunteers prepare and serve dinner to homeless women and children at St. John's Shelter on the third Wednesday of each month. Training and support are provided.

Estimated Time Commitment: 2 hours per month

SIM BOARD SUPPORT

The SIM Board, with guidance from volunteers and committees, is responsible for making all important decisions regarding SIM activities and finances.

The Board is looking for those in the community who would be willing to act in a supportive or backup role for a number of activities including the following:

- Document word processing and organization;
- Taking and drafting of minutes of Board meetings;
- Creation and/or maintenance of a hardcopy and digital library of Board documents;
- Research for special projects;
- Deposit of checks and cash in SIM's bank account;
- Entries into QuickBooks.

Estimated Time Commitment: will depend on the particular volunteer area and the willingness of a particular volunteer to devote time. If you're interest in exploring these possibilities, a member of the Board would meet with you.

SIM TEACHER AND MENTOR SUPPORT

SIM's Founding Teacher & Mentors create and present the teaching curriculum for SIM's Thursday evenings, daylong retreats and Annual Residential Retreat. From time to time, they need support in a number of different ways including the following:

- Document word processing and organization;
- Research for special projects;
- Copying and organization of materials; and
- Transcription of one or more talks.

Estimated Time Commitment: Different time commitments.. If you're interest in exploring these possibilities, SIM's Founding Teacher and/or one of our Mentors would meet with you.

Volunteer Service Opportunities

Sacramento Insight Meditation



SIM depends on the time, commitment, energy, and talents of its volunteers.

Volunteer service strengthens participation in community and provides opportunities to develop dharmic friendships, deepen practice, and express generosity.

A small contribution of time has a significant impact on helping all of our activities run smoothly. Our hope is to develop a list of volunteers for each position that includes one or more backups so that small, but important tasks don't fall through the cracks.

Please consider these volunteer opportunities and contact us if you are interested in participating or would like more information. Further details about each of these jobs will be provided for those who choose to become involved.

SIM sponsors a number of weekly, monthly and annual events. A variety of service opportunities exist in support of these events.

EVENT SET UP

Two volunteers work together to set up and prepare the space in preparation for an event. Tasks include: arranging chairs and cushions; hanging thangkas, flags, banners and other wall coverings; arranging speaker's area; setting out audio equipment and hearing assistive devices; setting out flyers, notices and sign-up sheets; setting out teas, filling and plugging in water urn; setting out floral arrangements; returning all items to their original locations and restoring the room at the end of the event

Estimated Time Commitment: One hour before and thirty minutes after each event

GREETERS

These volunteers will greet all attendees, especially newcomers, welcoming them and orienting them to what will happen during the event.

Estimated Time Commitment: 30 minutes per event

NAME BADGE YOGIS

Name badges are available for new and returning participants. Tasks include:

- setting out existing name badges
- preparing name badges for new guests
- collecting and storing name badges at the end of the event

Estimated Time Commitment: 30 minutes per event

FLOWER YOGIS

Volunteers may bring flowers from their garden or buy and arrange flowers for each event.

Reimbursement is given for costs incurred.

Estimated Time Commitment: 30 minutes per event

TEA YOGIS

A volunteer can organize and arrange tea to be available for event participants during breaks.

Estimated Time Commitment: 20 minutes per event

RECORDING AND HEARING EQUIPMENT

Volunteers are needed to set up the recording and hearing equipment at the beginning of the event and to pack and return them to storage at the end of the event.

Estimated Time Commitment: 20 minutes per event

HOUSEKEEPING

Volunteers are needed to sweep the exterior and vacuum the entry prior to an event, and to put out the trash after the event ends.

Estimated Time Commitment: 30 minute per event

RIDE AND CARPOOLING

This volunteer will develop a list of participants' zip codes to facilitate developing carpools. Public transportation information will also be made available.

Estimated Time Commitment: 30 minutes weekly.

VOLUNTEER SUPPORT FOR RECURRING SIM EVENTS & THURSDAY EVENINGS

This event occurs weekly and includes a group sitting followed by a dharma talk. Volunteers are needed for event set up, and as greeters, name badge yogis, flower yogis, tea yogis, to manage recording and hearing systems and for housekeeping.

See descriptions and time commitments for each of these positions earlier in this document.

BUDDHIST 12 STEP RECOVERY GROUP

This event occurs weekly. Volunteers are needed for set up, to welcome arrivals and facilitate the meeting. Attendees help to put items away, count dana and secure the building.

Time Commitment: Two hours weekly

BEGINNING MEDITATION CLASS

This six week class is offered twice a year. Volunteers will manage event set up, as well as name badges, flowers, tea, recording and hearing systems, and housekeeping.

Estimated Time Commitment: 3 hours per session

MONTHLY ONE-DAY RETREAT

SIM offers a one-day retreat on the 4th Saturday of each month. Volunteers are needed for set up, and as greeters,

flower yogis, tea yogis, to manage recording and hearing systems, and for housekeeping.

See descriptions and time commitments for each of these positions earlier in this document.

FEB. VISITING SENIOR TEACHER RETREAT

This major event occurs annually. Volunteers needed:

-Coordinator: This person works for six months in advance for an hour or two a week. Cooperating with a Board liaison, he or she will develop a theme, prepare flyers and post information on the website, determine costs, recruit volunteers and assign duties for the day.

-Registrar: This person will prepare a registration spreadsheet, keep track of registrants and respond to confirm registration

Estimated Time Commitment: 1 to 2 hours a week for a few months

-Set Up: Volunteers will work under the supervision of the coordinator to prepare the room and teacher's area, provide flowers, snacks and tea.

Estimated Time Commitment: One hour before the event and 60-90 minutes afterward.

SEPTEMBER RESIDENTIAL RETREAT

SIM offers a ten day residential retreat annually. This major even requires the following volunteers:

-Retreat Manager: This person will be in involved in all phases of the planning, organizing and coordination of the event before, during and after the retreat. During the retreat the manager will support the teachers as well as the participants.

Estimated Time Commitment: 100 hours, includes 50 hours at the retreat.

-Retreat Registrar: This person assists retreatants to complete the registration process, verifies payments and sends out documents for retreatants to complete and return to the teachers.

Estimated Time Commitment: 20 hours, prior to retreat.