

Examples of Volunteering Opportunities.

1. Education and Conference Administration.

Working with the Education and Conference Executive, here are some of the tasks you may get involved in:

- Responding to requests for tutor lists via email or post;
- Undertaking data entry for conference bookings;
- Sending out accreditation packs and conference booking forms
- Processing successful applicants for teacher accreditation;
- Assisting with marketing and mailing, eg mailmerging letters, producing address labels.

2. Training Course Administration.

Working with the Training Co-ordinator, here are some of the tasks you may get involved in:

- Telephone call backs – giving information on courses, obtaining email addresses;
- Dealing with selective email enquiries including;-
 - sending out course information and booking forms,
 - passing on queries to Helpline;
- Compiling Training Packs;
- Sending Training Packs and materials to trainers.

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3. **Media and Events Volunteer.**

Working in conjunction with the Media & Communications officer and PA to the Chief Executive, you may get involved with:

- Assisting with marketing various B.D.A. events;
- Supporting us when advertising and promoting the B.D.A. through local media;
- Administrative roles such as data entry and mailings;
- Helping compile and coordinate fundraising initiatives;
- Researching potential fundraising donors.

4. **Helpline Volunteer**

The B.D.A Helpline offers advice and information to dyslexic people, their families, teachers, employers and other professionals.

Supported by the **Helpline & Policy Manager, Helpline Co-ordinators** and working alongside experienced volunteers, you would answer phones and respond to email enquiries.

Potential volunteers would have:

- Good listening skills;
- Good telephone skills;
- A reasonable proficiency on the computer.

An interest in dyslexia or education would be helpful but not essential as on-going training is given in all these areas.

5. **Ad hoc general clerical work**

If you are unable to commit on a regular basis but would like to go on our volunteer list of people we can call on to:

- make up information packs,
- stuff envelopes,
- stick on labels and other similar tasks,

Please call Bridget Green (Operations Manager & Head of HR) on 01344 381553.