



Girls Quest offers a wide variety of volunteer opportunities for large and small companies. Our volunteer projects serve both groups and individuals. Our projects include one-time, short-term and long-term time commitments.

Facilities Improvement *(For Individuals and Corporate Groups)*

- Painting, Cleanups & Renovations
- Special Projects

Our program site, Camp Oh-Neh-Tah in East Windham, NY, covers 464 acres of wilderness in the Catskill Mountains, and is 2.5 hours away from New York City. Corporate groups are needed to assist with the upkeep and maintenance of our facilities at our summer learning program site in the fall and spring.

One-on-One Community-Based Mentoring *(For Individual Women)* - Girls Quest's mentors are professional women who volunteer to work with girls ages 12 to 17. Mentors must be able to make a one-year commitment to the program and be should be able to meet with her mentee a minimum of 2 times a month (6-8 hours per month). For those interested in becoming a Mentor, please contact Susan Koshy at skoshy@girlsquest.org or 212-532-7050 ext. 18.

Technical Assistance *(For Individuals)*

- Website Design and Maintenance - Web Design volunteers will be responsible for updating the layout, visual appearance, and usability of Girls Quest's website. Must have knowledge of basic web design, electronic graphic creation, and web site hosting. Experience and skills with any of the following is important: Dreamweaver, Flash, Fireworks, and Photoshop, Java, HTML, PHP, Perl, cascading style sheets, and QTSS, SSL, e-commerce, internet security, and server side programming.
- Public Relations and Marketing Assistance – PR and Marketing Volunteers will assist us with our public relations initiatives. Professional experience in public relations and marketing is highly preferred. Tasks includes writing custom press release and marketing materials, writing and editing pitch letters and/or news stories, contacting media on behalf of Girls Quest, and assisting in the development of communication strategies for Girls Quest.
- Copyeditor/Writer – Copyeditors and writers are needed to assist the Girls Quest's staff in developing brochures, press materials, newsletters, web and social networking site content, and other materials.
- Photography – Photographers are needed to take high-resolution photos of our programs. Knowledge of digital photography necessary. Must use his/her own equipment. All photographs and video become the property of Girls Quest. The photos taken by the photographer may be used on the Girls Quest website, Girls Quest publications or used with news releases sent to media. Full credit will be given and references provided.

Sponsorships of Special Events *(For Individuals and Corporate Groups)*

- Annual Holiday Party
- Annual Book Fair
- Annual Benefit

Corporate groups are invited to host and sponsor our events and/or volunteering to help with set-up, clean up and other tasks during the event. These events also provide your company the opportunity to participate in cause-related marketing with Girls Quest.

Career Exploration and Exposure (*For Corporate Groups or Individuals*)

- Job readiness workshops – Corporate groups host a one-day job readiness and professional skills building workshop or conduct shorter, weekly sessions over a 4-6 week period
- Job shadow days – Corporate groups or individuals host a job shadow day for our youth wherein they would be matched one-to-one or two-to one with employees from different departments
- Internships - professional summer or school year internships for our young people as they provide valuable work experience and build skills and knowledge of an industry.

Educational Enrichment (*For Corporate Groups or Individuals*)

- Financial literacy workshops - Volunteers are needed to lead a workshop on financial basics, such as savings, investing, and budgeting.
- Literacy projects - Corporate groups or individuals can assist us by leading a workshop on writing, leading a book discussion among our girls, starting a book club, or editing a literacy magazine that will feature our girls' work.
- College prep seminars – Corporate groups or individuals lead a workshop on SAT/ACT preparation, the college application process, choosing a career, etc.

Community Outreach (*For Corporate Groups or Individuals*)

- Mailings –Volunteers are needed to prepare mailings of information packets, newsletters, etc.
- Translators – Individuals are needed to act as translators for parents during information/outreach sessions.

Recreational and Cultural Enrichment (*For Corporate Groups or Individuals*)

- Arts & crafts
- Theater
- Day trips

Girls Quest's new program initiative, the Advancing Year-Round Engagement Program (AYRE), provides our girls with the opportunity to participate in workshops, cultural/outdoor experiences, and community projects throughout the year. Corporate groups or individuals can help by working with our girls on an activity project, acting as chaperones, and sponsoring day trips.

Young Professionals Committee (*For Individuals*) – Our Young Professionals Committee (YPC) provides professional women and men in the NYC area the opportunity to support Girls Quest's mission by coordinating and hosting YPC fundraising or networking events. For those interested in joining the YPC, please contact Carl Niedzielski at carln@girlsquest.org or 212-532-7050 ext. 19.

Board Members (*For Individuals*) – For those interested in serving as a member of Girls Quest's Board of Directors and would like to be considered for future openings, please contact Susan Hall, Executive Director at shall@girlsquest.org.

To maximize the benefits of your corporate group's experience, please contact us at least two months in advance. We will be happy to help you develop a volunteer project that matches your desire to serve and the needs of our organization.

To Sign Up or Learn More: If you have any questions or would like to begin volunteering with Girls Quest, please contact Carl Niedzielski or Connie Lewin at 212.532.7050 or volunteer@girlsquest.org.