



Steps to Success Volunteer Roles & Projects

Ongoing Roles

Committees:

Development/Gala Committee – The Development/Gala Committee works closely with the Executive Director to guide our planning and execution around major fundraising initiatives each year, including two “friendraisers”, an annual appeal, and one major gala fundraising event. The committee is made up of 12 members who meet once per month to help STS reach its fundraising goals. Members of the committee typically have an interest and background in fundraising, events, and marketing/communications.

Finance/Audit Committee – The Finance/Audit Committee ensures that STS is financially healthy and following the proper procedures for a fiscally responsible non-profit organization. The Finance/Audit committee meets about four times per year, reviews financials each quarter before the board meeting, and approves the draft audit. The committee also determines our fiscal operating guidelines. Members of the committee typically have an interest and background in non-profit management, finance, and/or accounting.

Nominating/Governance Committee – This committee is responsible for building capacity, monitoring the structure, and developing/updating policies of the board to ensure it meets the evolving needs of STS. The committee meets bi-monthly, and undertakes activities such as vetting and recommending new board members, nominating officers, analyzing existing board skills and demographics, identifying new board needs regarding individual members, terms, and/or committee structure, updating by-laws and other policies, and overseeing the evaluation of the Executive Director. Members of the committee typically have an interest and background in non-profit capacity-building, professional development, fundraising, or human resources.

Program Evaluation/Outcomes Committee - This committee is responsible for ensuring program outcomes are aligned with our theory of change. Members support the Executive Director’s efforts to develop overall program goals, quality benchmarks, and review program outcomes that would inform program improvement. The committee typically meets once per quarter. Members of the committee have an interest in data, evaluation, and program outcomes.

Board Member:

STS Board Members serve in the governance capacity for the organization. The Board is comprised of 15-18 community partners, educators, parents, Brookline residents, and STS students/alumni. The board generally meets 6 times per year, and provides overall strategic guidance and direction for the

organization. The Executive Director reports to the Board. Members of the Board typically have an interest and connection to the STS mission and the overall Brookline community.

Direct Service:

Enrichment Classes – teach a one-hour enrichment class once or twice a week during the fall, winter, or spring sessions of STS afterschool programs. After Hours University is for 4-6 graders and Teen Advantage is for 7-8 graders. Each class has between 10-20 students, depending on the location. All schools are located within Brookline. Past enrichment courses have included topics such as yoga, creative arts, theater arts, and life sciences, but we are open to your own ideas.

Workshops – teach a 2-hour workshop on a topic of your choosing, that coincides with STS’s goals for summer internship programs. Our summer internships provide training to both middle school and high school students, on topics ranging from professional communications, to financial literacy, to resume building. Workshops can occur Monday-Thursday afternoons between 1:30-3:30 for middle schoolers or Fridays between 9am-12pm for high schoolers.

Mentoring – mentor a college student or Brookline High School senior. STS students are mentored by external professionals with similar degree or professional backgrounds. During this 6-month commitment, mentors can serve many roles for students, including providing emotional support, friendship, and advocacy, as well as providing coaching, advising, and planning and goal-setting support. Mentors/mentees should communicate at least once per month. Mentors will receive an initial training and orientation about our students and program expectations, along with ongoing support from the CSI Advisor staff to address any challenges they are experiencing.

Office Support – help with mailings, data entry, flyers, and general office support as needed throughout the year. We have a very lean administrative staff, and volunteers are welcome to come to our Brookline Village office on a mutually agreed-upon schedule to enable our small staff to continue to provide our high-quality youth programs.

One-time Volunteer Opportunities

Steps to Success hosts several community and student oriented events throughout the year, that depend on volunteers to help make the event a success. These include:

- Stepping Back to School (August)
- KIDS Camp Fair (January)
- Recognition Ceremony (June)

Each of these events has between 50-250 attendees. Volunteers can act as greeters, food servers, décor set up, clean-up, photo/videographers, children’s game leaders, or other roles. We invite you to volunteer at one of these events.