



## Volunteer Opportunity – Summer 2017 Buzz Ambassador (“Buzzer”)

<b>Direct Supervisor:</b>	Kenya Smith, Freedom School Partners Marketing Coordinator 704-371-4922; kenya@freedom-schoolpartners.org
<b>Major Areas of Responsibilities:</b>	Works with a team of social media volunteer coordinators at your site to capture photos, videos, quotes and stories to be used by the Freedom School Partners Marketing Team across various social media platforms.
<b>Specific Duties</b>	<ul style="list-style-type: none"> <li>• Take photos, collect quotes and stories of Freedom School activities. Each week the Buzzer will receive a list of assigned events or activities to photograph.</li> <li>• Upload photos to the FSP Marketing Dropbox. Each site will have a specific folder in their Dropbox.</li> <li>• Daily, the Buzzers will pitch stories to the FSP Marketing Department. FSP will select the best stories, quotes, photos, and/or videos to post to social media outlets daily. Buzzers are asked not to post any FSP content. All postings must be monitored, screened and posted by FSP Marketing.</li> <li>• May be asked to also send stories to the site partner’s designated marketing or public relations person.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Desire and commitment to prevent summer learning loss for children who are most in need, but can least afford these opportunities.</li> <li>• Must be willing to follow all Freedom School protocol and guidelines for collecting photos, videos, stories and quotes and providing these to FSP Marketing.</li> <li>• High school or college aged volunteer affiliated with the site partner, if possible.</li> <li>• Social Media Lover. Experience with the following social media platforms: Facebook, Snapchat, Instagram, Pinterest and Twitter. The volunteer must be willing to share their Twitter handle or send samples.</li> <li>• Age 16 or over.</li> <li>• Must be available approximately 6 weeks, about 10 hours per week. Flexible schedule.</li> <li>• Be willing to use personal smartphone and ideally have own transportation.</li> </ul>
<b>Training &amp; Preparation</b>	FSP Marketing will provide an orientation and training session. In addition, FSP will provide a detailed handbook on expectations, guidelines and protocol. Dates TBD. Volunteers will also be invited to attend a mid-summer check in with the Buzz Ambassador Corps. Date TBD.
<b>Time Requirements and Location</b>	Schedule is flexible and will vary. Each week, Buzzers will be given specific assignment. Based on the assignment, the Buzz Ambassador can set their schedule. For example, each week Buzzers will be asked to take photos of scholars during Drop Everything and Read time. Buzzers can choose which day to take these photos.
<b>Length of Commitment</b>	June 19 to July 28, 2017, Monday through Friday, flexible schedule between the hours of 8:00 am to 3:00 pm. All Buzzers will be asked to attend at least one group orientation/training session. The date is TBD.
<b>Benefits</b>	By giving time, energy, and skills, volunteers communicate to our scholars how important they are. Connecting children to a broader community that believes in them is a critical part of the work that all Freedom School believers do together. Gain professional experience as a social media associate. Opportunity to share a creative gifts, talents or abilities for the benefit and enjoyment of our scholars, parents, staff, site partners and supporters. Play a vital role in reaching new audiences and increase FSP’s visibility in Charlotte. Assist FSP and Site Partners create a vault of information, photos and stories to share with stakeholders and assist in “telling Freedom School’s important story.”