



Bit of Hope Ranch

Volunteer Opportunities

Position	Description	Time Requirements	Qualifications
Ranch Mentor	A Ranch Mentor partners with a child and horse for the duration of the sessions (8-10 weeks). This person is responsible for working under a coach while working with the child to prep the horse, saddle the horse, safely complete mounted and unmounted challenges, and complete other Ranch activities. During this time, a healthy relationship with the child is fostered by using the horse and planned activities for the session.	1.5 hour/ session worked	<ul style="list-style-type: none"> • Must be punctual and committed to the length of the sessions (8-10 weeks) • Must have basic horse knowledge and horse handling skills. Must also and be willing to increase the skills necessary to work with the horses and kids • Must attend a training clinic before sessions begin • Must be 18 years or older (*16 year olds with prior approval) • Must be physically able to stand, walk and perform light lifting for an hour. • Must adhere to the Bit of Hope Code of Conduct
Activities Coordinator	An Activities Coordinator leads groups and other volunteers to complete interactive games, Ranch chores, and Ranch activities (fishing, hiking, building, etc) during group sessions.	2 hours/session	<ul style="list-style-type: none"> • Must be able to lead youth and adults. • Must be organized and understand how to implement the curriculum. • Must be 18 years or older.
Volunteer Coordinator	A volunteer coordinator helps to recruit and train new volunteers, schedules volunteers for sessions, and cares for the needs of current volunteers	5 hours/week	<ul style="list-style-type: none"> • Must be organized with attention to details • Good people skills • Must be 18 years old
Ranch Hands	Ranch Hands are needed for special projects around the Ranch or for seasonal work: grass cutting, clearing trails, simple carpentry, fencing, landscaping, etc	Varies	<ul style="list-style-type: none"> • Must be able to work well with others • Knowledge of power tools or lawn equipment

Technical Assistant	Assists in the updating of the website, enews, and computer work.	10 hours/month	<ul style="list-style-type: none"> • PC computer skills • Graphic design background helpful • Web design background helpful
PR Coordinator	A Public Relations Coordinator assists the Ranch in creating opportunities for raising community awareness through: TV, radio, talk shows, interviews, newspapers, speaking engagements, etc	5-10 hours/month	<ul style="list-style-type: none"> • Strong leader personality • Must represent the Ranch accurately through verbal and written communication
Large Event Coordinator	A large event coordinator works with a team of people 2-4 times a year to organize annual fundraisers	10 hours/month	<ul style="list-style-type: none"> • Large Event experience helpful • Must be a good team leader • Must be organized and understand deadlines
Fundraising Coordinator	A Fundraiser Coordinator works closely with the Large Event Coordinator to assist in planning for fundraisers. This person also seeks out Foundation and Grant support as well as corporate and individual donors.	10 hours/month	<ul style="list-style-type: none"> • Must be a self starter • Must represent the Ranch accurately through verbal and written communication • Grant writing and proposal writing experience helpful