



IBD Connect Inc. Volunteer Program

IBD Connect Inc. is a 501(c)(3) nonprofit organization with a mission to support, engage, and empower pediatric inflammatory bowel disease (IBD) patients and their families. Our comprehensive programs and educational resources are specifically designed to do one or more of the following: *support* IBD families in need, *engage* IBD families in building a strong community, and *empower* IBD families to make a difference in the lives of other families in need.

At the heart of our organization lies our Volunteer Program, which embodies each of these core principles. Volunteers play a pivotal role in providing *support* to IBD families in need. Through their active *engagement* with the IBD community, volunteers facilitate connections, share experiences, and cultivate a sense of belonging and understanding amongst other IBD families. Moreover, volunteers serve as catalysts for *empowerment*, equipping IBD families with the tools, knowledge, and support network needed to advocate for themselves and others.

All our volunteers must adhere to IBD Connect's mission: to support, engage, and empower pediatric IBD patients and their families. If you are considering joining us in our mission, please refer to our position titles and descriptions below. IBD Connect truly believes that our volunteers are priceless!

Please see below for position titles and descriptions.

1. Grant Writer:

- *Position Title:* Grant Writer Volunteer
- *Responsibilities:*
 - Research and identify potential grant opportunities relevant to pediatric IBD support services.
 - Collaborate with the Executive Director to gather necessary information and data for grant applications.
 - Write compelling grant proposals tailored to the requirements of each funding opportunity.
 - Ensure timely submission of grant applications and follow up on the status of applications.
 - Maintain accurate records of grants applied for and received.
- *Skills:*



- Experience with grant writing or willingness to learn.
- Excellent written and verbal communication.
- Ability to keep records and follow up when needed.

2. Event Coordinators:

- *Position Title:* Event Coordinator Volunteer
- *Responsibilities:*
 - Work with a team of other event coordinator volunteers to plan, organize, and execute fundraising events and/or support group events.
 - Coordinate with vendors, sponsors, and volunteers to ensure smooth execution of events.
 - Monitor expenses to stay within the allocated budget.
 - Provide information about the events to the Media Director and social media associates (if applicable) in ample time to ensure there is proper community outreach.
 - Evaluate the success of the events and identify areas for improvement.
- *Skills:*
 - Ability to think outside the box to create meaningful and engaging events and activities for all attendees.
 - Organizational skills to execute in a timely manner.
 - Willingness to reach out to vendors and sponsors for financial support and event resources.
 - Excellent communication, interpersonal, and teamwork skills.
 - Conscientious of budget.

3. Support Group Facilitator:

- *Position Title:* Support Group Facilitator Volunteer (Occasional)
- *Responsibilities:*
 - Occasionally facilitate support group meetings for pediatric IBD patients and their families. Some meetings are virtual and some are in person.
 - Create a safe and welcoming environment for group members to share their experiences and concerns.
 - Provide emotional support and resources to group members, including all aspects of IBD care.
 - Keep the activities engaging for children and adults alike.
 - Recommend guest speakers and educational sessions relevant to the needs of the group.
 - Maintain confidentiality and respect the privacy of group members.
- *Skills:*



- Empathy and compassion for group members and relativity to where they are in their journey with IBD.
- Ability to encourage group participation and willingness to maintain control of meetings and conversations.
- Creativity for planning group activities that are educational yet fun.
- Ability to report back to the Executive Director for suggestions based on group engagement.

4. Social Media Associate:

- *Position Title:* Social Media Associate Volunteer
- *Responsibilities:*
 - Oversee and maintain IBD Connect’s social media presence on platforms such as Facebook, LinkedIn, and Instagram to boost awareness of our mission and activities.
 - Develop compelling and creative content, including posts, graphics, and videos, to promote pediatric IBD support services.
 - Monitor social media channels for comments, messages, and mentions, ensuring timely and professional responses.
 - Collaborate with the Media Director to design and execute impactful social media campaigns and strategies.
 - Track, analyze, and report on social media metrics to measure the success of content and campaigns, and inform future strategies.
 - Work closely with the Media Director to produce informative and engaging posts that enhance outreach efforts.
- *Skills:*
 - Proficient in social media use.
 - Experience with Canva (a content creation platform) or a strong willingness to learn.
 - Ability to use creative techniques in posting, reels, videos, etc., to represent IBD Connect Inc. appropriately.
 - Capable of taking direction and adhering to guidelines provided by the Media Director.
 - Excellent communication skills for interacting with the audience and responding to inquiries.



Nondiscrimination Clause:

IBD Connect Inc. is committed to upholding equal opportunity principles within our Volunteer Program. We are dedicated to providing access to volunteer opportunities and their associated benefits without regard to age (must be 18 years or older), race, color, religion, sex, national origin, disability, or any other protected status, as outlined by relevant federal, state, and local regulations. This commitment applies to all aspects of our volunteer program, including the recruitment, selection, and engagement of volunteers. Discrimination has no place within the operations of our organization.

Volunteer Termination Clause:

IBD Connect reserves the right to terminate any volunteer's participation in our program if it is determined that the volunteer is not a suitable fit for the organization or the position is no longer needed. This decision will be made at the sole discretion of IBD Connect's Board of Directors to ensure alignment with our mission, values, and operational needs.

Age and Parental Approval Clause:

All volunteers must be 18 years of age or older. Volunteers under the age of 18 must be accompanied by an adult. Additionally, IBD Connect requires written parental or guardian consent for volunteers under 18. This policy ensures the safety and well-being of our young volunteers and aligns with our organizational standards.

Have questions or concerns? Contact us!

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