



## ORGANIZATIONAL NEEDS

To Volunteer for any of the Organizational Needs, contact Brad Palmisiano at [Brad.Palmisiano@SouthSideSlopes.org](mailto:Brad.Palmisiano@SouthSideSlopes.org)

### Bookkeeping

*Time:* 1 hr/wk

*Location:* Can be from home

*Supplies:* Access to a computer

*Skills Needed:* Understanding of accounting software

*Task:* Keep SSSNA accounts accurate and up-to-date by entering debits and credits into accounting software

### Grant Writing

*Time:* 1 hr/wk

*Location:* Can be from home

*Supplies:* Access to a computer

*Skills Needed:* An ability to research and write funding requests

*Task:* Help SSSNA maintain sustainability by researching and applying for appropriate grant funds

### Mailbox

*Time:* 30 mins/wk

*Location:* SS Post Office @ 18th & Carson Streets

*Supplies:* None

*Skills Needed:* Ability to get to post office during regular hours of operation

*Task:* Help SSSNA keep up-to-date on communications by checking post office box once or twice a week.

### Update Mailing List

*Time:* 2 hrs/month

*Location:* Can be from home

*Supplies:* Access to a computer

*Skills Needed:* Knowledge of database software

*Task:* Help SSSNA keep mailing list up-to-date by entering new members' information into database



## TECHNOLOGY NEEDS

To volunteer for any of the Technology Needs, contact Brad Palmisiano at [Brad.Palmisiano@SouthSideSlopes.org](mailto:Brad.Palmisiano@SouthSideSlopes.org)

### Update Website

*Time:* 1-2 hrs/wk

*Location:* Can be from home

*Supplies:* Access to a computer

*Skills Needed:* Knowledge of webpage technology

*Task:* Help SSSNA promote the organization by keeping its website current and relevant

### E-blasts

*Time:* 1 hr/wk

*Location:* Can be from home

*Supplies:* Access to a computer

*Skills Needed:* Knowledge of Microsoft Outlook

*Task:* Help SSSNA keep neighborhood informed by sending e-blast news of upcoming meetings and events

### Update Email Lists

*Time:* 30 mins/wk

*Location:* Can be from home

*Supplies:* Access to a computer

*Skills Needed:* Knowledge of Microsoft Outlook

*Task:* Help SSSNA maintain accurate contact information by updating email list with new or changed addresses



## SSSNA NEWSLETTER NEEDS

To volunteer for SSSNA Newsletter Needs, contact Misi Bielich at [misibelich@yahoo.com](mailto:misibelich@yahoo.com)

### Writing Articles

*Time:* 3-4 hrs/quarter

*Location:* Can be from home

*Supplies:* Access to a computer

*Skills Needed:* Knowledge of Microsoft Word and Outlook, ability to write articles

*Task:* Help SSSNA keep newsletter interesting & relevant by writing articles detailing meetings & events, and/or spotlighting neighbors or interesting locations/landmarks.

### Layout

*Time:* 3-4 hrs/quarter

*Location:* Can be from home

*Supplies:* Access to a computer

*Skills Needed:* Knowledge of publishing software

*Task:* Help SSSNA keep newsletter fresh and vibrant by assisting in layout of the quarterly newsletter

### Printing

*Time:* 30 mins/quarter

*Location:* Copies at Carson

*Supplies:* none

*Skills Needed:* Ability to get to Copies at Carson during their hours of operation

*Task:* Help SSSNA send out quarterly newsletter by picking up printed copies from Copies at Carson

### Labeling 3 Volunteers needed

*Time:* 2 hrs/ quarter per volunteer

*Location:* Can be from home

*Supplies:* Will be provided

*Skills Needed:* None

*Task:* Help SSSNA send out quarterly newsletter by applying mailing labels



## MEDIA NEEDS

To Volunteer for Media Needs, contact Misi Bielich at [misibelich@yahoo.com](mailto:misibelich@yahoo.com)

### South Pittsburgh Reporter

*Time:* 2 hrs/month

*Location:* Can be from home

*Supplies:* Access to a computer

*Skills Needed:* Knowledge of Microsoft Word and Outlook, ability to write press releases

*Task:* Help SSSNA keep neighborhood informed of upcoming meetings and events by writing and submitting press releases to the South Pittsburgh Reporter

## NEIGHBORHOOD BEAUTIFICATION NEEDS

### Multiple Volunteers Needed

#### Garden Tenders

*Time:* 2-4 hrs/month per volunteer April- October

*Location:* Community Gardens

-10<sup>th</sup> and Freyburg St. -18<sup>th</sup> St. at bottom of stairs

-18<sup>th</sup> and Josephine St. -Josephine & Greely St.

-Josephine between 23<sup>rd</sup> & 24<sup>th</sup> St.

*Supplies:* Gardening tools, trash bags

*Skills Needed:* Ability to tell the difference between weeds & plants

*Task:* Help SSSNA maintain green space in the neighborhood by helping to plant, weed, & water gardens

To volunteer to be a Garden Tender, contact Dee Burkhart at [deeburkhart@verizon.net](mailto:deeburkhart@verizon.net)

#### Litter Pick Up

*Time:* 2 hrs/month per volunteer

*Location:* Targeted locations throughout the neighborhood

*Supplies:* None (provided)

*Skills Needed:* Ability to pick-up trash

*Task:* Help SSSNA keep the neighborhood clean and safe by joining scheduled trash pick-up events. (You can also help by picking street litter any time you see it)

To volunteer to help with Litter Pick-ups, contact Paul Lorincy at [drphoops@aol.com](mailto:drphoops@aol.com)

#### Handrail Painting

*Time:* 2 hrs/week

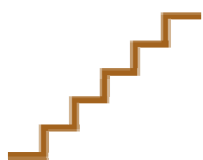
*Location:* Targeted locations throughout the neighborhood

*Supplies:* None (provided)

*Skills Needed:* Ability to scrape and paint

*Task:* Help SSSNA maintain the public staircases by painting the handrails in a distinctive color selected in keeping with design standards for the Slopes.

To volunteer for Handrail Painting, contact Bev Boggio at [Bev.Boggio@SouthSideSlopes.org](mailto:Bev.Boggio@SouthSideSlopes.org)



## STEP TREK NEEDS SUNDAY, OCTOBER 10, 2010

### Multiple Volunteers Needed.

To volunteer for Step Trek Needs, contact Brian Oswald at [oswaldbj@upmc.edu](mailto:oswaldbj@upmc.edu)

#### Route Preparation

*Time:* 2 hrs/week

*Location:* Various locations along Step Trek Routes

*Supplies:* Weed Whackers, Trimmers if available or provided

*Skills Needed:* Ability to remove overgrowth

*Task:* Help SSSNA promote the neighborhood weeding and trimming overgrowth along routes of Step Trek, the event that brings hundreds of visitors to the Slopes!

#### Route Marking

*Time:* 2 hours morning of event

*Location:* Various locations throughout the Slopes

*Supplies:* None (provided)

*Skills Needed:* Ability to traverse the neighborhood via the public staircases

*Task:* Help SSSNA promote the neighborhood by marking the routes of Step Trek, the event that brings hundreds of visitors to the Slopes!

#### Tent Set-up

*Time:* 2 hours morning of event

*Location:* UPMC Mercy South Side Parking Lot, 21<sup>st</sup> and Josephine

*Supplies:* None

*Skills Needed:* Ability to assemble canopy tents

*Task:* Help SSSNA promote the neighborhood by assembling the registration and information tents for Step Trek, the event that brings hundreds of visitors to the Slopes!

#### Water Stations

*Time:* 2 hours day of event

*Location:* Various locations along Step Trek Routes

*Supplies:* None

*Skills Needed:* None

*Task:* Help SSSNA promote the neighborhood by manning a water station for Step Trek, the event that brings hundreds of visitors to the Slopes!