

## **Murray Hill Neighborhood Association – Volunteer Opportunities!**

Have you thought about wanting to get more involved in the neighborhood, but are worried about the time commitment? Are you excited about the positive things happening around the neighborhood and want to lend your special expertise to keep the momentum going? Every October there are MHNA board positions up for election, but we know the time commitment can seem daunting. We developed a list of smaller volunteer opportunities that we hope will generate interest and opportunities for new neighbors to get involved. More details about all positions are available upon request. Thank you for your consideration!

### **Ad Coordinator**

Tasks for this position would include coordinating newsletter ads for each issue. Requires following up with businesses, collecting ads, providing to layout editor, and collecting payment.

### **Newsletter Developer**

The Newsletter Coordinator would be in charge of developing each newsletter (three times a year). Tasks would include attending occasional board meetings to discuss content and assign articles, editing articles, and serving as a liaison with the ad coordinator and layout editor. Final product would be an electronic version of the newsletter, which would then be passed on to the Newsletter Distributor.

### **Newsletter Distributer**

The Newsletter Distributer sends the electronic version of the newsletter to the printer and places the order. This volunteer would handle pick-up, bundling, and distributing newsletters to the block volunteers for individual household deliveries. Also includes a limited amount of mailing, delivering to local businesses, and backup delivery to households when block captains are unable or blocks are not covered.

### **Events Coordinator**

MHNA coordinates the following events on a regular basis and would welcome volunteers to run some or all of these events!

- Easter Egg Hunt – Saturday before Easter
- UWM Housing Fair – mid April
- Downer Classic Races – last weekend in June
- GE Community Service Day – Mid August
- Neighborhood Hunger Clean-Up Days – Fall and Spring
- Dump and Run at UWM Zelazo Center – July
- Super Reader Neighborhood – Spring

### **Community Liaison**

Write up e-blast reminders and website reports (when able to attend) on events such as:

- St. Peter and Paul Block Party
- Lake Park Events – summer concerts & nature walks
- Urban Ecology Center Events
- Community Block Parties or other Community Gatherings
- Summer Solstice Festivals
- Eastside Green Market
- Hazardous Waste Collections, Rain barrels
- Halloween events