

Volunteering Opportunities

You are welcome to join multiple teams. Please indicate in the registration form which team you can contribute and we will contact you with further details.

~ no one can do everything but everyone can do something ~ Join our growing passionate team!



Team	Lead	Role	Opportunities / Pre requisite	Commitment
Maker Roles				
Sewing	Community-led	Maker team – sew angel gowns, wraps, bonnets, blankets and other items as required	Member - Owns a sewing machine & Can sew/willing to learn Buddy – able to meet up and guide fellow volunteers	Work from home / meet up Submission within 2 months of receiving gown kit
Beanie	Crochet lead roles available Now * 1 for weekday * 1 for weekend	Maker team – crochet or loom knit beanies and other items	Lead - able to hold crochet/loom workshops and guide volunteers. Able to prototype, read and share patterns, QC completed items and correct items.	Work from home / meet up Submission date twice a year Attends Meet up once in 3 months
Crafter Fund Raising (Sewn Items)	Lead Role available now	Maker team - Prototype and make sewn items craft items for fund raising - work closely with workshop lead	Lead- able to lead workshop and guide volunteers. Able to prototype and share patterns, QC and correct items. Create kits for volunteers to sew Member- Able to follow template and account for materials used.	Work from home Able to retrieve materials from warehouse Attends Meet ups once in 3 months
Crafter Fund Raising (Hair Accessories)	Esther Leow	Maker team - Prototype and make hair accessories for fund raising	Member - Able to make hair accessories and account for materials used	Work from home -ad hoc
Crafter Fund Raising (Crochet)	Lead role available	Maker team - Prototype and make crochet/ knitting items for fund raising	Lead – savvy with crochet market trends, able to lead workshop and guide volunteers. Able to prototype and share patterns. Able to QC and correct items Member – able to follow pattern	Work from home -ad hoc meet ups
Crafter Fund Raising (Jewellery)	Ros/Sophia (Lead Role available in Jan 2019 – open for application now)	Maker team - Prototype and make jewellery items for fund raising	Lead – able to hold workshops/source for craft trainers, and hold workshop and guide volunteers. Able to prototype and share patterns. Able to QC Member – able to follow pattern	Work from home - ad hoc meet ups <i>Lead must be able to keep jewellery supplies at home where volunteers can access and account for supplies.</i>
Crafter Fund Raising (Scrapbook/Cards)	Tan Li Teng	Maker team - Prototype and make cards/ functional gifts from paper for fund raising	Lead – able to lead workshop and guide volunteers. Able to prototype and share patterns. Member – able to use scrapbook materials to make cards and submit to lead	Work from home -ad hoc
Embellishment	Esther Leow (Lead role available in Jan 2019 – application open now)	Maker team - make embellishment for the angel gowns, wraps, bonnets and beanies	Lead - able to lead workshop and guide volunteers. Able to prototype and share patterns. Member - Able to make suitable accessories for the angel apparel	Work from home Attend meet ups once in 3 months Collect materials from warehouse

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Training – Angel Apparel	Jacqueline Foo / Connie Finch	Train and guide volunteers in sewing skills	Able to hold workshops/sewing programs to train/guide our volunteers	Work from home if home can be used for classes/workshops or external venue Commitment: monthly sessions
Craft Workshop – Sewn Items *support role available now	Esther Leow	Train and guide workshop attendees in sewing skills for sewn items for fund raising	Able to hold workshops/sewing programs to train/guide our volunteers, conducts paid craft workshops. QC completed item and amend.	Work from home if home can be used for classes/workshops or external venue Commitment: monthly sessions
Tester (Ad Hoc)	Lead role available	Ad hoc team to create and test new patterns for both angel apparel and fund raising items	Experienced sewist, able to draft patterns, and able to digitise pattern and tutorial, call for testers among volunteers	Ad hoc, work from home.
Operations Roles				
Support – Distribution *Vacancy available NOW: Stays in North or Central SG	Corrine Chua	Run the day to day operations of Angel Hearts – welcome new volunteers, material collection points for donors and volunteers, drop off points for volunteers, support the maker teams	Member - Willing to meet up new/existing volunteers to distribute material & attend meet ups at least once in 3 months	On average 3-4 pick ups a month. Attends Meet up once in 3 months
Packers *Vacancy available NOW: prefer stay West or able to collect from West	Margaret Ong	Wash, iron, sew on angel charms and pack the completed items for delivery	Member – wash, iron, sew charm and pack before returning to lead	Work from home / required to deliver to lead - Submission 1 month lead time
Delivery	Lead Role available NOW	Liaise with the hospitals to deliver the needed items, pick items from warehouse, and keep track of what has been delivered and act on hospital feedback.	Lead – organise logistics and forecast demand and supply of needed items. Member – pick items from warehouse, record and track items delivered, reconcile with spreadsheet	Work from home / required to visit hospitals/ required to pick items from warehouse - twice a year
Support – Kit Preparation	Lead Role available	Deconstruct donated wedding gowns and pack into gown kits, prepare the various kits for sewists to sew eg wrap kit, bonnet kit, receiving blanket kits	Lead – organise kit preparation meet up logistics and guide kit making Member – able to cut and follow instructions	Meet up once in 3 months or whenever we ran out of kits. Required to pick up materials from warehouse in Woodlands
Support - Cutting	Khor Hui Boon	Pre cut donated wedding gown kits into angel gown sizes	Member – pre cut gown kits into gown sizes, QC returned completed items	Work from home / meet up Submission within 2 months of receiving gown kit- ad hoc
Support – Donation in kind	Lead Role available (next gown donation drive in 2020)	Receive donated items, record, track and distribute donations in kind	Lead – organise logistics of donation drive eg source venues, receiving, recording of donations in kind islandwide Member – allow donors to drop off at their homes, record and send to warehouse	Work from home / required to deliver to warehouse - once in a year/ ad hoc

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Support - Fund raising – Offline *vacancies available now	Felicia Tan	Support for the fund raising team including taking product photos, liaising with customers, keeping stock , manning our booths during fairs	- product photography - stock take - man flea markets on weekdays or weekends	Work from home work from warehouse work from various locations
Support - Fund raising – Online *vacancies available now	Felicia Tan	Support for the fund raising team including taking product photos, liaising with customers, keeping stock , order fulfillment	- product photography - liase with customers over email/phone - order fulfilment including sending out orders - stock take	Work from home Trips to Singpost to mail orders occasional visits to warehouse to stock take
Admin, Finance, Event Management, Volunteer Engagement and Marketing Roles				
Admin support – Distribution *vacancies available now (2)	Elaine Thum	Support our distribution team through recording and tracking donations received, completed items, acknowledge volunteer efforts	- expert in using Facebook, Google doc, Dropbox, third party cloud storage etc - organised and meticulous	Work from home Able to attend meet ups once in 3 months Responsive on WA
Admin support – Warehouse (<i>New Team</i>) *vacancies available now (2)	Lead role available NOW	Support our operations, hospital distribution and event management teams through tracking inventory and regular stock take	Take charge of stock take and audit organised and meticulous	Physically fit, able to lift/carry boxes. Able to lead team to pack necessary materials from warehouse
Admin support – Video and photography *new role	Role Available	Support our videographer in video production	Take charge of video production coordination such as coordinating volunteers, venue, video editing. Familiar with video production process	Work from home Responsive on WA
Finance	Fides Heng (Role available in Mar 2019 – open for application now)	In charge of AH's financial matters including book keeping, budgeting, liaising with auditors, non profit regulations	Must be CPA, familiar with MYOB	Work from home Responsive on WA/emails
Finance *support role available now (new role)	Connie Finch	In charge of cost accounting	Expert in excel and formulas, able to work out costing and recommend alternatives Must be familiar with fabric/material costing, wiling to pick up other crafts costing.	Work from home Responsive on WA/emails
Event Management - monthly meet ups	Lead role available (Role available in Jan 2019 – open for application now)	Organise our monthly meet ups	Lead – organise logistics of event, from sourcing venue to material prep to manpower needs to RSVP.	Able to lead team to pack necessary materials from warehouse Able to attend once a month meet ups Mar – May & Jul - Oct
Event Management - ad hoc meet up	Lead role available now	Organise our workshops and ad hoc events including International Pregnancy and Infant loss Remembrance Day	Lead – organise logistics of event, from sourcing venue / trainers/speakers to material prep to manpower needs to RSVP.	Able to lead team to pack necessary materials from warehouse Able to attend events

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Event Management - Fleas (New Team)	2 Lead roles available * one weekday * one weekend	Ever want to run a flea? Organise our fleas and fund raising calendar (twice a month)	Lead – organise logistics of fleas, from sourcing partners, to stocktake to manpower needs, able to man the booths on both weekdays/weekends.	Able to pack necessary materials from warehouse Able to attend fleas and man booth
Volunteer Engagement (New Team)	Lead role available now	Organise volunteer engagement activities online and offline	Lead – create team and build volunteer community through engaging volunteers online and offline	Able to attend meet ups Very Responsive on WA and social media
Marketing – Sponsorship	Michele Neo	Research and source suitable sponsorships	Build relationships with sponsors	Work from home Responsive on WA/emails
Copy Writers	Roles available	Create grief resources content online / support Social Media team	Able to write creative marketing copy for online/social media content including blogs AND/OR Able to write research based copy on grief, bereavement and pregnancy loss (need not be the same person)	Work from home Responsive on WA
Social Media (New Team)	Roles Available Now	Take charge of AH's various social media platforms	Experts in respective social media platforms (Insta, Facebook, blogs etc) Able to plan campaign and build community. Familiar with SEO and analytics. Works closely with volunteer engagement team	Work from home Very Responsive on WA/email

If there are other areas which you can contribute, and it's not in the above listing, please contact us at ros@angelhearts.sg