



www.AngelHearts.sg

Page 1 of 2

Volunteer Opportunity (VO)

Updated in 22nd July 2024

Grief Support

Facilitators

- Counsellors, Therapists, Psychotherapists, Medical Professionals
- Facilitate Grief Support Group (GSG)
- Once a month for 2 hours, Weekday or Weekend, 4 Sessions
- Optional of 1-1 session with Participant

Support Team

Admin

- Update of Attendance List in Word or Excel (Template provided)
- Reply on Facebook & Instagram general post and comments
- Create Event on Peatix and follow up on RSVP (Training provided)
- Update on Mail Chimp Database from AH Web Blog Sign Up (Training provided)

Photographer

- Onsite for photo shoot, post on Facebook & Instagram live if needed
- Once a month for Warehouse, Meet Up or Event

Social Media – Facebook, Instagram & TikTok

- Once a week, set the marketing direction ahead like Mother's Day n etc
- Reply on Facebook & Instagram general post and comments

Social Media – MailChimp, Peatix

- Create Event when needed
- Post the link to Marketing Team
- Follow up on Attendance List

Volunteer Management – New Sign Up

Webshop – Update of Wordpress, Logistics

- Familiar with Wordpress else training is provided
- Outgoing and might need to liaise with end customer occasionally
- Ok to travel to Toa Payoh for pickup of orders and logistics
- Manage the website shop including order picking and fulfilment process.
- Ensures that webshop is updated and have sufficient stock. Reply customer queries promptly.



www.AngelHearts.sg

Page 2 of 2

Activity Team
Corporate • Team Lead required: • Activity / Workshop Co-ordination
Flea • Team Lead required: Outgoing, committed to working at flea booth on weekdays / weekends • Passionate in sharing the social cause • Follow up with paper work for sales transactions and co-ordination among volunteers
Card • Team Lead required: • Able to follow pattern and make the required numbers. Able to accept QC requirements. • Able to make fund raising items according to requirements.
Beanies Loom • Team Lead required: Able to conduct looming workshops, guide volunteers and QC completed items. Work with distribution, packing and delivery team to coordinate demand and stocks for the beanies. • Loom the various types of beanies according to the requirements and submit as per team lead instructions.
Warehouse • Manage & organise the warehouse focusing on AG / Flea items (Completed / Raw Materials). Ensure that both AG are packed and Flea items priced correctly. Track movement of stocks across the various distribution channels. Work with distribution channels to transfer stocks. • Meticulous and organised, good and persistent communicator.
Youth • Team Lead required: Outgoing, committed to working at flea booth on weekdays / weekends • Passionate in sharing the social cause • Follow up with paper work for sales transactions and co-ordination among volunteers