

Insight Meditation Center of Pioneer Valley Dhamma Dena

Volunteering at Insight PV *Dana in Action*



Volunteering is a great way to practice *dana* or generosity. Your time and skills could be a wonderful gift to the community, as the Center relies on members' willingness to help out. Listed at right are several positions currently waiting to be filled. If none is a good match for you, there is a wide variety of tasks for your consideration, both one-time and ongoing. There are always positions on the horizon. Contact Barbara Quinn at bquinn@insightpv.org 413-238-5850 about upcoming possibilities.

Insight PV
Eastworks Bldg., 2nd Floor
116 Pleasant St., Suite 242
Easthampton, MA
www.insightpv.org

Voicemail manager phones the Verizon service EVERY DAY to check for messages. Responds to callers' requests or forwards them to other staff. Creates the greetings and announcements that callers hear. Updates announcements. Other staff can substitute as needed. This task could be shared.

Bulk Mailing Coordinator organizes 4 mailings per year. Responsible for organizing mailings by coordinating for supplies of stamps, PO mailing trays, mailing labels, refreshments, etc. Supervises mailing party volunteers and arranges for delivery to the Easthampton Post Office before 3:30 pm.

Mailing List Database Manager oversees and upgrades the computer files as needed. Instructs and assists office staff with data entry, and with the printing of reports and mailing labels. Knowledge of Access and Excel necessary.

Membership Committee members plan and manage events and resources that support practice and build community.

Development Committee members plan and manage events and mailings that provide opportunities for donating to Insight PV.