



Social Coordinator Volunteer Position

Volunteer Social Coordinators help build community by planning and facilitating one (or more) social events for WEC volunteers, WEC students, or both.

Step 1: Decide on your audience

Will your event be open to WEC volunteers, WEC students, or both students and volunteers? There is value in all three types of events, and we strive to have a mix throughout the year.

Audience Considerations:

If your event will be open to students, in order to make it inclusive of students from all socioeconomic and cultural backgrounds, in general we ask that the event a) be free to attend (i.e. Smithsonian museum or monument tour, park picnic potluck, nature walk) and b) not involve alcohol.

If your event will be for volunteers, happy-hour-type-events are welcome, but we ask that you still be mindful of cost and don't choose the city's swankiest cocktail bar. Not all volunteers are 21 yet, so if possible, consider a bar that is all ages. If you need suggestions for a bar that is all ages, contact the Academic Programs team.

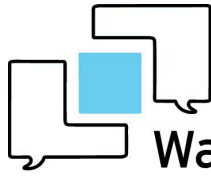
Step 2: Decide on your venue

Do you have a favorite neighborhood bar you'd like to share? A favorite Smithsonian museum, monument, park picnic spot, nature walk, or another idea? Or would you like this to be an online event through a WEC Zoom account, such as an online happy hour, coffee hour, cooking demo, or exercise class?

Venue Considerations:

Does the venue have enough open space for everyone who may show up, or will you need to limit attendance to the first x number of people to sign-up?

Make sure people know what COVID risk they will be taking by attending. For example, "This event will be indoors/outdoors and masks are/are not required. We cannot guarantee that everyone in the venue will be vaccinated." It's ok for events to involve some COVID risk, as long as the details are transparent beforehand.



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Are there any costs associated with your venue? WEC has a modest budget for community events and might be able to help with certain costs, depending on what you have in mind (i.e. provision of light shareable appetizers for a happy hour event).

How will people find you as they arrive? Consider specifying a meeting spot at an obvious landmark, or asking WEC for a sign to help identify your group.

Step 3: Create a draft flyer and share it with WEC staff for feedback

Once you've decided on the above details, create a draft flyer and share it with Yaritza, yabrego@washingtonenglish.org for feedback. The flyer should answer who, what, when, and where, and include any information that will help people evaluate their COVID risk. If attendance will be capped after x sign-ups, that should also be mentioned here.

Please share your draft flyer with us at least two weeks before your proposed event date to allow time to advertise. At this point, also let us know if you'd like to request any funds or signage from WEC for the event.

Once staff ok the flyer, we will start spreading the word to potential attendees. We will use a Google Form to track sign-ups. Depending on your familiarity with Google Forms, staff can create this form and share it with you, or you can create it and share it with us.

Step 4: Attend the event, facilitate interactions, and enjoy!

As the event host, we ask that you arrive 15-30 minutes early, depending on the event type, to ensure that you are the first one there. Please keep an eye out for new arrivals who may be trying to locate your group, and do your best to make sure everyone feels welcome. For example, if you spot someone who seems to be having trouble entering a conversation or engaging in the activity, talk to them or introduce them to others. If students are attending, please be mindful that there will be different levels of English proficiency. Finally, enjoy! Thank you for helping to foster our community!

Still have questions?

Contact WEC's Associate Director of Volunteers, Yaritza, at yabrego@washingtonenglish.org.

(Cultural day?)