



NDSC Volunteer and Opportunities List

As we are growing and expanding, the National Down Syndrome Congress has a variety of organizational needs, and we know that there is a wealth of commitment, interest, and expertise among our members. The following list is an effort to match the two!

You are invited to contact NDSC Resource Specialist, Sue Joe, at sue@ndscenter.org (800) 232-6372; (770) 604-9500, or speak to any member of the NDSC Board of Directors or NDSC Center Staff to let us know your interest in volunteering or to gain more information.

NDSC Overall Volunteer Opportunities

Fund Raiser

- Plan, Organize and Lead Local & National Fund Raisers.
- Solicit funds & sponsors for convention scholarships (Registration fees, travel, lodging, etc.)
- Solicit silent auction contributions.
- Solicit contributions to support NDSC programs through family & friends.

Grant Writer

- Branding and marketing
- PR - especially press relations.
- Copywriters - print, broadcast, web.
- Voice talents - Voice-over recordings for PSAs, Videos etc.
- Art Director
- Graphic Designer – For overall NDSC graphic requirements, convention requirements, and specific programs such as Youth & Adult, fundraisers, etc.
- Printing – Donation of printing services and/or supplies.
- Photographer/Videographer – For NDSC Convention and throughout the year. We need to build our photo library -- We need skilled and experienced photographers, especially anyone willing to shoot at the convention, but also at regional and local events.
- IT Skills -- Microsoft Office, including Excel, Word, PowerPoint, and Access. Ability to digitize old Down Syndrome News articles and create an electronic archive for future articles and for members to search. Ability to provide “help desk” skills for NDSC Center staff computer problems and questions.
- Web site developer -- Skills in web mastering, HTML, Dream Weaver, Flash.
- Librarian (Atlanta based for NDSC Library)

Immigration Lawyer – To assist NDSC families with immigration issues, US Law and the ability to get needed services.

- Spanish language translators - Translate NDSC material.

Spanish interpreters – For communication with our Spanish families.

Support person - for self-advocates during board meetings.

Facilitator - who will head up the newly formed Self-Advocates Council.

Support writer and editor – an individual with an interest in working with self-advocates and the DSN Editor to support Down Syndrome Headline News (DSHN) writers and reporters. The DSHN is the portion of the DSN that is written by and for individuals with DS.

Board Membership & Committee Involvement – Individuals with an interest in leading and running NDSC through board membership and/or membership on one of several board committees.

- (Committees: Fundraising, Governmental Affairs, Outreach, Parent Groups, Convention Program, Youth/Adult, Awards, By-Laws, Professional Advisory, Complex Support Needs, Marketing/PR, Personnel, and Membership.)

Convention Volunteer Opportunities

Typically the bulk of volunteer assistance for the convention comes from the local Down syndrome association located in the host city; however, there are still volunteer opportunities for others. The primary focus of the convention is to allow parents, families, friends, and self-advocates the opportunity to actually participate in the convention rather than producing it.

Overall Registration - Assist at NDSC Registration Desk beginning Friday afternoon and through late Saturday afternoon.

- Youth & Adult Registrar - This person is responsible for entering all the registration materials and creating a user friendly format to be used for Y&A registration and check-in. The job requires good secretarial / computer skills and is both labor and time intensive. Also requires phoning.

Brother/Sister program - Volunteer chaperones to attend the off-site field trip.

Silent Auction Support - Help set up for auction on Friday afternoon and assist with auction on Friday evening.

- Assist during auction Friday 7:30 – 10:00pm, hand out programs, staff tables, etc., 15 volunteers needed.
- Administrative Assistant – Tracks contributions, follows-up with contributors, and sends Thank-you letters.

Youth & Adult Registration – Several people who can assist and oversee the check-in process on site and support self-advocates (who assist at Y&A check-in).

Bilingual support person - for Spanish/other language speaking self-advocates attending the convention.

Signing support person - for self-advocates attending the convention who use sign to communicate or are hearing impaired.

Teacher - who has experience with individuals who have dual diagnosis and/or autism to create and staff a sub conference for the self-advocates who cannot attend the conference as designed for large groups of people in a very stimulating setting.

Several committed volunteers - to assist and support individual self-advocates during the conference.

Youth & Adult Overall Coordinators – a couple of individuals to learn, run, and lead the overall Youth & Adult Conference planning and execution.