

1 RPG Volunteer Assistance Needs -- Draft
2 (Bob Buddemeier 10/08/21)

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4 **The Resident Preparedness Group (RPG) is looking for volunteers**

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6 The Resident Preparedness Group (RPG) is having information management growing pains and
7 is seeking volunteers for 3 new positions:

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9 **1. Website Assistants/Managers**

10 Formatting, posting and editing of online documents and notices in support of 2 RPG
11 websites: <https://thecomplement.info/prepare/> (Bob Buddemeier, lead): and on the myRVM
12 RPG site (open myRVM, then
13 click https://a.mwapp.net/p/mweb_ws.v?id=82274946&c=102121234 -Dan Curtis, lead).

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15 Volunteers should have familiarity with computers and preferably have worked with website or
16 computer publication or are willing to be trained. In the longer term volunteers would be needed
17 for site/page manager responsibilities, making content and design decisions and interacting with
18 RVM staff..

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20 Initially, work duties will require several hours per week, and decrease as the duties become
21 more established and routine.

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23 **2. Communication/Information Managers.**

24 Multiple volunteers to share management of a dedicated RPG email address and such related
25 activities as: maintaining calendars and Zoomcalls.; and routing, digitally filing, and responding
26 to messages. Volunteers should have familiarity with gmail and Office software.

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28 Work duties will require several hours/week, to be shared with other volunteers in this position.

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30 Multiple volunteers to share formatting, digitally filing, and maintaining print-on-demand
31 versions of Website preparedness documents. They will also share interacting and
32 communicating with other RVM web groups to provide information access and exchange for
33 both RPG and staff and residents.

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35 Work duties will require several hours/week, to be shared with other volunteers in this position.

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38 **3. Education and Community-Building Lead**

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40 Planning and conducting classes and outreach, as well as organizing displays, meetings, videos,
41 to highlight RPG activities and needs. Volunteers would also work with neighborhood and floor
42 RPG coordinators to assist in resident contact and community emergency preparedness.

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44 Work duties will require several hours/week, to be shared with other volunteers in this position.

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