MICROVOLUNTEERING OPPORTUNITIES

Volunteer Opt-In Options, Descriptions, and Time Commitments

Time commitments are estimations and may vary depending on skill level, activity length, and project format.

CREATE AND/OR EDIT PODCASTS

Assist with the recording and editing of podcasts with single or multiple speakers. Edit recordings to remove excess noise and help select/edit short/relevant segments for social media usage.

🕐 **2-3 HOURS**

CREATE CURATED CONTENT DIGESTS

Review ILTA content (on a specific topic) and guide community members to relevant links. This may include writing a blog, assisting ILTA staff with Content Briefings, or developing other digest materials.

🕐 **1-2 HOURS**

CREATE TEMPLATES, STANDARDIZED DOCUMENTS, AND POLICIES

Using industry standards, develop various best practice documents for the ILTA community. This might include job descriptions, best practice templates, standardized documents, and other materials.

🕐 **2-3 HOURS**

DEVELOP A PRE-RECORDED WEBINAR

Work with ILTA staff to develop content around a given topic, including sourcing speakers, coordinating schedules, and managing presentation recording.

🕐🕐🕐 **UP TO 10 HOURS**

DEVELOP AND COORDINATE A LIVE (DIGITAL) EVENT

Work with ILTA staff to develop content around a given topic, including sourcing speakers, coordinating schedules, and managing the live presentations or event (digitally).

🕐🕐🕐 **UP TO 15 HOURS**

HELP WITH USER ASSISTED TESTING FOR TECHNOLOGY ENHANCEMENTS

Test drive the latest technology features from ILTA and help steer quality assurance, user experience, or user assisted testing.

🕐🕐🕐🕐 **UP TO 10 HOURS**

HOST A LOCAL MEETING

Plan, arrange, and attend a local meeting on topics of interest to the ILTA community. Formats range between educational presentations, networking events, or product demonstrations. Local meetings may be in-person or digital, dependent on the nature of the meeting.

🕐🕐 **3-6 HOURS**

JOIN A PROJECT TEAM

Provide subject matter expertise to assist in the execution of project team goals determined by ILTA volunteer leadership and/or staff. Teams may focus on strategy, education, engagement, or other matters impacting the broader ILTA community.

🕐🕐🕐🕐🕐 **UP TO 30 HOURS**

LOCATE SPEAKERS FOR WEBINARS AND/OR LOCAL EVENTS

Recruit subject matter experts to participate in ILTA programming (this may include tapping into your own network).

🕐 **1-2 HOURS**

MODERATE A ROUNDTABLE

Attend a local or in-person ILTA meeting and moderate the conversation. Bring conversation starters, solicit questions from attendees, and keep the conversation flowing.

🕐 **2-4 HOURS**

MODERATE A DIGITAL EVENT

Moderate a digital ILTA podcast, roundtable, or webinar. Where needed, assist in creating opening and closing remarks, determine flow, and/or curate a list of conversation topics.

🕐🕐 **2-8 HOURS**

PARTICIPATE IN A FOCUS GROUP

Participate in an interactive discussion with ILTA community members to share challenges, interests, ideas, knowledge, and experiences.

🕐 **1-2 HOURS**

PROMOTE EXISTING PROGRAMMING

Collaborate with ILTA staff and volunteers to promote ILTA programming within your networks through social media and/or other avenues.

🕐 **15-30 MINUTES**

PARTICIPATE IN SURVEY DEVELOPMENT

Join a team of volunteers, or assist ILTA staff, in the development of a new, or review of an existing, survey. Use your expertise to make recommendations to the questions asked and answer options provided.

🕐🕐 **2-6 HOURS**

SERVE AS A JUDGE FOR RECOGNITION PROGRAMS

Participate in judging panels for ILTA scholarships and award. This may include attending nominee interviews, reviewing applications, and/or playing a key role in selecting recipients based on merit.

🕐🕐🕐 **4-10 HOURS**

SERVE AS A MENTOR

Help another ILTA community member further develop by providing guidance, advice, sponsorship, motivation, and/or support on a reoccurring basis.

🕐🕐🕐 **1-2 HOURS PER MONTH**

SHARE YOUR PERSPECTIVE

Collaborate with ILTA staff and volunteers to create video clips, written testimonials, or other content to be shared on the ILTA website and/or social media.

🕐 **1-2 HOURS**

SOCIAL MEDIA CONTENT DEVELOPMENT

Utilize your tech savvy skills to collaborate with ILTA staff to develop targeted content delivered via ILTA channels on social media.

🕐🕐 **2-5 HOURS**

SPEAK ON A TOPIC

Share your expertise by joining a panel or presenting alone during a ILTA educational activity, event, conference, or gathering.

🕐🕐🕐 **6-8 HOURS**

VIDEO EDITING

Edit video content to provide the best possible experience for the ILTA audience; suggest revisions to content and delivery format to improve quality; and identify key clips for promoting full video content.

🕐🕐🕐🕐 **UP TO 15 HOURS**

VOLUNTEER AT AN IN-PERSON ILTA CONFERENCE

On-site volunteering can include session support, bag stuffing, registration desk support, and other administrative support activities. This may include providing an extra set of hands to ILTA staff or volunteer teams at in-person conferences.

🕐🕐 **2-8 HOURS**

WRITE A BLOG POST

Identify an industry-specific or "just-in-time" topic and convey information in a concise and captivating manner in writing.

🕐 **1-2 HOURS**

WRITE AN ARTICLE FOR A PUBLICATION

Explore an educational topic in-depth by writing for an ILTA digital publication, which may include Peer-to-Peer, targeted white papers, or Bleeding Edge.

🕐🕐 **3-4 HOURS**