

Lighthouse for the Visually Impaired and Blind, Inc.

Volunteer Opportunities

Below is a list of some of our volunteer opportunities. As it changes periodically, we ask potential volunteers to fill out a volunteer application so we can determine how best to use a volunteer's time and talents. Lighthouse assigns volunteer opportunities based on volunteer interests, capabilities, suitability, availability, and demand.

Position	Description	When	Where	Skills/Requirements
Experienced Clerks/Admin – Pasco County	Help produce, assemble and mail out various documents, make calls to expand the database, input materials as required. All work is done during the business day.	Monday to Thursday during office hours Hours vary by project and time of year No long term commitment is required.	Hernando Lighthouse 6492 California Street Brooksville, FL 34604	SKILLS Pleasant telephone manner Advanced computer skills using various software packages Ability to take direction, work with others
Children & Teens Program Assistant for Field Trips and Special Events	Assist Lighthouse staff members with the program and the children and teens as required. Responsibilities include volunteering with our blind children and teens in a supervised environment, in addition to helping prepare for activities, and cleaning up after them.	Varies depending on the activity	Pasco Lighthouse 9130 Ridge Road New Port Richey, FL 34654-5034 In the community And possibility at Hernando Lighthouse 6492 California Street Brooksville, FL 34604	SKILLS Good with children and teens Ability to follow directions REQUIREMENTS Volunteers working directly with clients require a level II finger print background check coordinated by our agency

Position	Description	When	Where	Skills/Requirements
Committee Members	The Lighthouse needs volunteers for committees to help with activities such as awareness, fundraising and event planning. We hope to attract volunteers who have experience and possibly connections in various sectors/areas/disciplines-- in order to increase our knowledge base and improve effectiveness.	As committees convene	Pasco Lighthouse 9130 Ridge Road New Port Richey, FL 34654-5034	SKILLS Organized, able to lead or take direction, task-oriented
Event Helpers – Pasco & Hernando	Help with events before the date and/or help on the date with packing, setup, cleanup, teardown, unpacking and/or performing various tasks such as being a runner or manning a table, helping at registration, helping with food, etc. If physically able, there might be some lifting, carrying and loading of materials.	Monday to Thursday, during office hours and occasionally during the week after hours or on Fridays and the weekend. Hours vary by event. Lighthouse holds 3 to 4 events each year No long term commitment is required	Pasco Lighthouse 9130 Ridge Road New Port Richey, FL 34654-5034 Or Hernando Lighthouse 6492 California Street Brooksville, FL 34604 Or In the community	SKILLS Flexible demeanor w/good communication Ability to take directions Resourceful, well organized/independent REQUIREMENTS Some experience with helping at events would be great but is not mandatory

Position	Description	When	Where	Skills/Requirements
Facilities and Yard Work	Help with cleaning and maintaining the Lighthouse (indoor and/or outdoor). May include yard work if required/desired.	Monday to Thursday during office hours	Pasco Lighthouse 9130 Ridge Road New Port Richey, FL 34654-5034	SKILLS Abilities vary depending on the task but generally, the abilities required include following directions, cleaning and organizing.
		Hours vary depending on the volunteer's schedule	Or Hernando Lighthouse 6492 California Street Brooksville, FL 34604	
Gardeners / Garden Club	Help with maintaining the gardens at the Lighthouse. Activities include planting, mulching, weeding, pruning, and watering. While short-term volunteers are required for both locations, we hope to develop regular volunteers in order to form a garden club at the NPR Lighthouse.	Monday to Thursday during office hours	Pasco Lighthouse 9130 Ridge Road New Port Richey, FL 34654-5034	SKILLS Previous experience with gardening is preferred but not mandatory.
		Hours vary depending on the volunteer's schedule	Or	
		Commitment varies by volunteer	Hernando Lighthouse 6492 California Street Brooksville, FL 34604	

Position	Description	When	Where	Skills/Requirements
Graphic Designer	Make and assist with the creation of flyers, brochures and other agency materials using your own computer and your own software. Note all documents need to be compatible with Adobe's CS6 Photoshop, Illustrator, InDesign, and sometimes Dreamweaver. However we can sometimes work with PowerPoint. Then, when the artwork is done, I will need your native artwork in case there are further changes, or if some or all of your artwork can be used elsewhere in our agency.	It's flexible! We'll work with your schedule No long term commitment is required	This is a virtual opportunity, with no fixed address.	SKILLS Graphic design on the computer Creative, attention to detail REQUIREMENTS Samples of your work This is a wonderful opportunity to be recognized for your good work!
Photographer/Videographer – Pasco & Hernando Counties	Take photos/video of clients and others, around the Lighthouse (2 locations), in the community and at events. Help with preparing slideshows and video for the web and presentations. This opportunity is perfect for those who are experienced with taking pictures and/or video for marketing purposes.	Monday to Thursday during office hours Hours vary depending on the volunteer's schedule and the program calendar No long term commitment is required	Pasco Lighthouse 9130 Ridge Road New Port Richey, FL 34654-5034 Or Hernando Lighthouse 6492 California Street Brooksville, FL 34604	SKILLS Skill with a camera for marketing purposes and/or experience creating/editing video REQUIREMENTS Own camera and video equipment is a bonus but not absolutely mandatory.

Position	Description	When	Where	Skills/Requirements
Public Relations Volunteer	<p>Lighthouse (LVIB) needs one or 2 PR volunteers to conduct a variety of tasks which depend on their skills and how they would like to help. The list of tasks includes:</p> <ul style="list-style-type: none"> • Create, proof read, and distribute press releases • Add events to online calendars • Monitor headlines in local printed newspapers (if on-hand) and on local online newspapers • Scan google alert results for information that is pertinent to LVIB • Write social media posts based on monthly observances <p>PR volunteers work closely with Patricia Porter, LVIB's Resource Development Specialist. PR volunteers have experience in PR, work remotely, using their own technology at their own expense.</p>	<p>This is an ongoing opportunity.</p> <p>Some tasks are completed weekly and some are completed periodically as required.</p> <p>Most tasks can be completed outside business hours if required however direction and support from Patty is often limited to business hours.</p> <p>The number of hours weekly vary.</p>	<p>This is a virtual opportunity, with no fixed address.</p>	<p>Experience in public relations or marketing.</p> <p>Advanced writing skills.</p> <p>Internet savvy.</p> <p>Social media savvy.</p>

For more information about volunteering at the Lighthouse, please contact pporter@lvib.org. Updated Tuesday, November 21, 2023.