



*Go For Broke*

NATIONAL EDUCATION CENTER

### VOLUNTEER/INTERN PROFILE

TODAYS DATE: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

Days Available: Monday Tuesday Wednesday Thursday Friday  
Special Events (Weekends) As Needed

Time Available: Weekly Monthly Bi-monthly Tri- monthly  
Mornings Afternoons

**Emergency Contact Information:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

**Please check the areas you are interested in below and return to (if you are applying for an internship, please fax or mail with resumé):** Go For Broke National Education Center, PO Box 2590, Gardena, CA 90247, ATTN: Volunteer/Intern Coordinator; Fax: (310) 222-5700. For more info, call (310) 328-0907.

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**Teacher Training (Education) Department**

- INTERN – Projects include: development of curriculum presentation for use in workshop; design of traveling display for use at public events and the classroom; building an educational resource center
- VOLUNTEER – Duties include: Follow up on questionnaires for past participants; light office work  
*Discuss previous experience (if any):*

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**Research/Resource Library**

- INTERN – Projects include: Develop and catalog comprehensive collection of resources on Japanese Americans and researching academic inquiries.
- VOLUNTEER – Duties include: Assist in organizing resource library; assist in researching academic inquiries.  
*Discuss previous experience (if any):*

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**Web Designer/Web Developer**

- INTERN – Projects include: Researching, writing, updating, and creating Web content and designing Web pages.
- VOLUNTEER – Duties include: Assist in updating Web content.  
*Discuss previous experience (if any):*

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**Development**

- INTERN – Projects include: Coordinating Membership program/database; handling various donor correspondence; drafting campaign letters
- VOLUNTEER – Duties include: Assist with Membership program  
*Discuss previous experience (if any):*

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**Communications/PR**

- INTERN – Projects include: Write press materials such as press releases, pitch letters, and articles;

researching and creating media lists; seeking speaker's bureau opportunities; and evaluating outreach opportunities.

- VOLUNTEER – Duties include: Assist in clipping newspaper articles; assist in sending out press releases.

*Discuss previous experience (if any):*

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### **Special Events/Public Programs**

- INTERN – Projects include: Assist in planning special events, educational programming, and work on community outreach
- VOLUNTEER – Duties include: Working at special events (as needed basis)

*Discuss previous experience (if any):*

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### **Video Production**

- VOLUNTEER – Duties include: Create DVCam and ½” VHS duplicates of original Beta interview tapes; organize tape libraries; operate Beta, DVCam, VHS tape decks and other peripheral equipment

*Discuss previous experience (if any):*

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### **Streaming Media Encoding Assistant**

- VOLUNTEER – Duties include: Assist staff in creating computer streaming video files from taped interviews; operate video equipment involved in media encoding system; operate computer programs involved in media encoding system

*Discuss previous experience (if any):*

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### **Graphic Artist**

- VOLUNTEER – Duties include: Assist in designing various promotional materials (brochures, flyers, invitations, ads) for Go For Broke events

*Discuss previous experience (if any):*

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### **Data entry**

- VOLUNTEER – Duties include: Assist all departments (Accounting, Fundraising, Hanashi, Teacher Training, Web Site Development); knowledge of Microsoft Office

*Discuss previous experience (if any):*

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### **General Office Help**

- VOLUNTEER – Duties include: Assist all departments with general office work; answer incoming phone calls; provide clerical support; assist with merchandise orders and shipment of orders; bulk mail; light typing

*Discuss previous experience (if any):*

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