VOLUNTEER WITH TIFI!

There are three different short-term volunteer opportunities to help TIFI with our website content!

1) Making sure our World Languages page is complete
2) Folio Project
3) Review of the Articles section

Your volunteer work in these areas will be a big help in making the *massive* amount of content on our website better organized. None of these three volunteer positions require any particular expertise with computers.

To apply for one of these positions, please write to **sherrie@focusing.org** with:

- Your name
- Your contact info
- Which position interests you
- When you would be available to begin

1) Making sure our World Languages page is complete
On our **World Languages page**, we have begun to collect resources in various languages. However, we know that we have resources on the site which should be moved or linked to our World Languages page. The job of the volunteer will be to:

- Search our site for where there are articles or documents in languages other than English
- Copy the link to the page where you find any item onto a list of such links clearly labeling them by language and content

Once that is complete, then part two of the task (which we hope would be done by the same volunteer, if possible) would be to:

- Get a list of names from Catherine Torpey (Executive Director) of people who are native speakers of various languages to ask for recommendations

from them for how to enrich the resources in their languages on the World Languages page.

The number of hours for part one of this job is about 10 - 20 hours, which can be done over several weeks. The number of hours for part two would also probably be about 10 - 20 hours. We'll agree together on the deadlines for each of the two parts of this task, based on our needs and your availability.

2) Folio Project
The Folio is the Journal of The International Focusing Institute. It is currently on hiatus, but was published about once a year for many years. We are now seeking to ensure that we have digital copies of all the Folios ever published.

We have the most recent ones in digital form, but there are many years' worth of Folios which we do not have in digital form.

We are seeking a volunteer to:

- Figure out which of the more recent Folios might already be digitized, but have to be tracked down
- Find physical copies of those issues which are not digitized, and get them digitized. (Some of these will exist in our office in New York; others might have to be found within the Focusing community.)
- It would be helpful for the volunteer to help us identify the most effective service for digitizing, once the number of Folios to be digitized has been identified.

Note that while this is a volunteer position, we are more than happy to reimburse for costs of digitizing. Some of this information will be more readily available with some simple guidance from our office; some of it will take a bit of detective work.

The number of hours to complete this task is a bit difficult to estimate, probably something like 40 - 80 hours of time over a number of weeks. We'll agree together on the deadlines for each of the two parts of this task, based on our needs and your availability.

3) Review of the Articles section
Our old website had hundreds of articles, all of which have been moved to the new website. Now we want to organize those articles in a way that is relevant to what our users are looking for.

This task would be:

- Meet with Catherine to review the Articles section of the site, to get direction from her on broad categories

- Determine for each article (or group of articles) which section it seems to belong in
- Meet again with Catherine to check
- Depending on the volunteer's level of familiarity with the various kinds of articles (philosophy, psychotherapy, trauma, etc), the volunteer might be asked to reach out to specific members of the Focusing community to check on how best to categorize them

This will take a total of about 40 hours, and can be done over the course of several weeks. We'll agree together on the deadlines for each of the two parts of this task, based on our needs and your availability.