



***Tommie L. Lewis, Executive Director***  
***Candice R. Tolbert, Director***

7812 Hamilton Avenue  
Cincinnati, OH 45231  
513-543-4275

### **VOLUNTEER NEEDS:**

#### **TOUR GUIDES:** **# Needed: 5-7**

We are conducting tours twice a month. One for girls and one for boys. We need individuals to be guides representing Super Seeds for each tour.

#### **ADMINISTRATIVE SUPPORT:** **# Needed 2**

- TOURS – Coordinate transportation, scheduling with schools, meals for tours, compiling essay and evaluation summaries.
- GENERAL: Scheduling in-school sessions and bi-weekly in-school program administration. Coordinating Training Sessions

#### **FUNDRAISING/MARKETING:** **# Needed 2**

- Scheduling meeting with key officials for Super Seeds. General Office Support.
- Fundraising for Super Seeds.
- Creating Sponsorship Programs
- Scheduling & Coordinating Community Forums.
- Email and Facebook Communications
- 

#### **GRANT WRITER:** **# Needed 1**

- Identifying Grant Opportunities
- Grant Applications

Please send resume or letter of interest to:

Super Seeds  
7812 Hamilton Avenue  
Cincinnati, OH 45231  
Email: [superseedsllc@gmail.com](mailto:superseedsllc@gmail.com)  
Fax: 800-462-8501