



GURUDWARA

SIKH CENTRE OF SEATTLE

20412 BOTHELL- EVERETT HIGHWAY

BOTHELL, WASHINGTON 98012

(425) GUR-GURU

(425) 487-4878

Volunteer Form

Below is the list of the possible forums with high level description of duties/responsibilities:

1. School
 - o Develop, implement and maintain an education system (e.g. Gurbani, Punjabi, Sikhism, etc) for all groups at SCS
2. Youth Social Forums
 - o Oversee youth activities at SCS (e.g. basketball camp, soccer camp)
3. Building Maintenance Forums
 - o Ensures SCS facility is in working order on a day-to-day basis (e.g. heat working, water running)
4. Development Forums
 - o Responsible for long-term improvements of SCS buildings and facilities
5. Safety/Security Forums
 - o Plays key role in ensuring SCS is a secure and safe place for all visitors. Also responsible for handling all duties associated with outside area (e.g. keeping parking lot clean, directing traffic)
6. Sewa Forums
 - o Makes sure that SCS facilities is in clean and working order. Also ensures that appropriate preparations are made for langer on an "as-needed" basis
7. Public Relations Forums
 - o Is essentially the "face" of SCS to Sikh and non-Sikh community
8. Administrative Forums
 - o Maintains SCS calendar and copies of necessary documents (e.g. resolutions, operating agreement, etc)
9. Accounting/Finance Forums
 - o Responsible for handling all duties associated with cash, records and bookkeeping
10. Public Help Forums
 - o Develop a system by which members of SCS can obtain assistance such as counseling on drugs, legal issues, medical issues, etc.