

Volunteer Guide

HDSA | 2024



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HDSA

Mission and Values

Our mission is to promote, preserve, and improve the downtown historic district as the heart and soul of the City of Snohomish

- Community
- Inclusion
- Innovation
- Promotion
- Preservation



HDSA

Who are we?

- Stewards of the downtown district
- Volunteer powered and led
- Focused on historic preservation and placemaking
- Supporters of economic vitality and development
- Community partners
- Liaison between city and state level governance
- Memory makers through events and promotions



Meet our team



Maygen Hetherington

Staff
Executive Director

HDSA Board of Directors

Board Officers



Taylor Russell

President



Trent DeVester

Vice President



Open

Secretary



Ingrid Harten

Treasurer



Beth Braun

At-large



David Flynn

At-large



Pam James

At-large



Soren Stone

At-large



Mary Powers

At-large



Sheila DeVester

At-large



Leslie Davis

At-large

Our Volunteers

How to get involved with HDSA 


HDSA is volunteer powered and led. Without you, what we do for our community would not be possible!

At HDSA, we have a variety of volunteer opportunities throughout the year that align with just about any skillset and time commitment. From a one-time project to a long term support opportunity, we have something for everyone!

We created this section of the guide to demonstrate the volunteer opportunities HDSA has at a high level, including the timing (events) and estimated commitment. Please note: this is subject to change based on schedule and/or scope change.

In addition to volunteer opportunities, employer matching is an option to maximize your volunteer contribution. As a 501(c)3, HDSA is eligible for several employer matching programs for both volunteer hours and cash donations, doubling your impact! Please see pages 11/12 for more information.

Volunteer Opportunities

We love our volunteers! 

HDSA Administrative Support

Volunteer activities vary depending on the season and type of work. Once you complete the required volunteer forms, please access our portal for the latest opportunities and to sign up!

Databases and Research

- Familiarity with spreadsheets and google sheets
- Research historical databases and SOS listings
- Auditing

Filing

- Organizational skills and ability to work independently

Social media support

- Campaign management for various events and activities; planning, scheduling, posting
- Asset development - experience with Canva preferred

Newsletter copy

- Monthly support with various articles as needed

[HDSA calendar of events](#)

Volunteer Opportunities

We love our volunteers! ❤️

HDSA Block Ambassador

Our **Block Ambassador** role a very important conduit from our merchant community to our Executive Director. Block Ambassadors spend time visiting assigned merchants every 4-6 weeks (approx. 90 minutes), checking-in with an HDSA supplied postcard (what's happening, upcoming events, reminders) , and a chat about what's going well, and opportunities for improvements. Anything business critical is reported back to our Executive Director in an online form following your visit.

This volunteer position is a longer term time commitment and very rewarding. A great opportunity to connect with local merchants and learn more about small businesses in the area.

[HDSA calendar of events](#)

Volunteer Opportunities

We love our volunteers! ❤️

Events

February

- **(14) I love Snohomish**

- Spread the love to local businesses with this HDSA fundraiser
- Create and deliver Valentines throughout the month

June

- **(1) Snohomish Pride**

- Welcome everyone to Snohomish!
- Get involved with events team (markets, parades, picnics, entertainment and more!)
- Day of: games, crowd care, merch sales & more

- **(1) Wine Walk**

- Kick-off Summer with our Pride themed wine walk!
- Coordinate businesses and wineries, design maps
- Check in wine walkers, wineries, and sell goods

September

- **(14) Wine Walk**

- See volunteer opportunities in the June Wine Walk

[HDSA calendar of events](#)

Volunteer Opportunities

We love our volunteers! ❤️

Events

October

- **(26) Zombie Walk**

- Annual Zombie Walk down First Street – a community favorite!
- Volunteer for our planning committee
 - Find sponsors
 - Market manager
 - Marketing strategy
- Day of support
 - Check in vendors and volunteers
 - Make up artists (Zombify people)
 - Sell merch
 - Facilitate kids activities



[HDSA calendar of events](#)

Volunteer Opportunities

We love our volunteers! ❤️

Events



December

- **(13-15) Winterfest | Miracle on First Street**

- Transforming downtown Snohomish into a Winter Wonderland requires plenty of planning and resources! Santa, the Grinch, loads of Entertainment, window display contests, ice sculpting, and more! We need creative minds, lots of resources and all hands on deck during set up, event days and tear down.
- Executive planning (late Spring-December)
 - Source Vendors and Entertainment
 - Obtain Sponsorships
 - Develop events and programs
 - Coordinate entertainment
 - Build webpages, donation campaigns
 - Social media campaigns
- Weekend of
 - Build the Snow Globe Village
 - Check in guests
 - Serve goodies in the Snow Globes
 - Event flow, set up, clean up
 - Character visits (dress up as fun winter themed characters)
 - Wine Walk Workers (see description for June walk)



[HDSA calendar of events](#)

Corporate Matching

Thanks for your support! 

Historic Downtown Snohomish Association (HDSA) is fortunate to have community members like you to donate your time and expertise to keep our traditions and community thriving. Without your support, so much of what we do would not be possible!

HDSA is a non profit 501(c)3 and if you are employed by Microsoft, Boeing or Starbucks as a full-time employee, you qualify for volunteer time and/or cash donation matching. Each company program varies. Confirm with your HR Benefits team to confirm the current information.

Please see details on the next page, and double check with your HR/Benefits department as coverage changes periodically.

[HDSA calendar of events](#)

Corporate Matching,

cont'd *Thanks for your support!* 

Microsoft

- Financial donations: Microsoft matches each employee's donations of money, products, and time to nonprofits, up to \$15,000 a year.
- Volunteer time: The match of volunteer time is \$25 per hour that an employee volunteers.
- HDSA has been confirmed in the system and approved for matching.

Starbucks

- Financial donations: You may request a Starbucks Giving Match for your financial donations to qualified non-profit organizations.
- Volunteer time: You may request a Starbucks Giving Match for your individual community service hours at qualified non-profit organizations.

Boeing

- Financial donations: Boeing matches employees' contributions 100% when they donate at least \$25 to an eligible organization.
- Volunteer time: Boeing will donate \$100 to an eligible organization when a employee volunteers there for at least 10 hours.

[HDSA calendar of events](#)

Sign Up!

Experience the joy! ❤️

Complete Your Volunteer Application

- Visit historicdowntownsnohomish.org/volunteer-form and complete your application
- Our volunteer coordinator will send you a welcome email and a link to set up your account
- Access your account anytime on our volunteer page

OR

Download the VicNet App

- Easily sign up for tasks on the scheduler
- Log your service hours
- Opt in to text messages
- Update your profile and interests



[HDSA calendar of events](#)

Volunteer Testimonials

Experience the joy! ❤️

Block Ambassadors

Kla Ha Ya Days Committee Chairs



Dustin & Chelsea Brown

"We love volunteering with HDSA because we love our community! Volunteering allows us to help our community thrive and blossom, plus we get to meet so many of the people who make Snohomish special. It truly brings us joy"

Snohomish Pride
Kids Fair

"Volunteerism is the heart and soul of a community, and there's something extra special about volunteering in Snohomish. I've made so many wonderful friends and learned more about myself along the way"



Melissa Steiner

Winterfest



Brandy Schroeder

"Volunteering as part of HDSA has been one of the most rewarding experiences, creating something special in our amazing little town and for it's people"

[HDSA calendar of events](#)



LET'S GET IN TOUCH

WWW.HISTORICDOWNTOWNSNOHOMISH.ORG

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