

- **Volunteer Opportunity – Admin/Office Support**

Do you enjoy keeping things organized and running behind the scenes? We're seeking dependable Admin/Office Volunteers to support our team with essential tasks, including typing, filing, answering phones, writing thank-you notes, updating information, and assisting with light research.

**Qualifications:**

- Available a few hours each week on Wednesdays or Thursdays between 9:00 AM – 2:00 PM
- Organized and detail-oriented
- Independent, yet team-oriented
- Flexible and a good communicator
- Comfortable using computers

**Volunteer Contact:** Volunteer Coordinator, [volunteer@willingwarriors.org](mailto:volunteer@willingwarriors.org)

- **Volunteer Opportunity – Bakers on Call**

Do you love to bake and want to brighten someone's day with a homemade treat? Support the mission of Willing Warriors by joining our Bakers on Call volunteer team! As a baker, you'll help provide delicious baked goods to welcome our Warriors and their families during their stay at the Warrior Retreat.

**Here's how it works:**

When baked goods are needed, you'll receive an email that allows you to view available dates easily, the number of guests, any food allergies, and special treat requests. If you're available, simply sign up for a time slot and drop off your goodies at the Retreat Office (located downstairs) on the specified day (typically Thursdays, but occasionally on other days for special events or holidays). You'll even receive a reminder five days before your selected drop-off. Whether it's a batch of cookies or a cake for a special dinner, your baking will bring comfort and joy to those who have sacrificed so much.

Thank you for sharing your talent and heart through baking!

- **Volunteer Opportunity - Warrior Retreat Beautification & Service Days**

Are you Willing to give a few hours of your time? Gather your coworkers, organization, family, or friends and join us for a rewarding day of outdoor service at the Warrior Retreat at Bull Run. Your efforts help us maintain a beautiful and welcoming environment for our wounded, ill, and injured Warriors, Veterans, and their families.

**Projects May Include:**

- Raking leaves, weeding, trail clearing
- Mowing, edging, turning mulch
- Painting fences, pruning, planting
- Brush clearing, wood cutting/splitting/stacking

**Important Information:**

- If bringing children under 18, include their ages to help us plan appropriate tasks.
- If you haven't already registered online, please check in with a Willing Warriors staff member upon arrival and complete a brief liability form.
- Bring your own water bottle, gardening/work gloves and labeled gardening or yard tools (with your name and phone number).

**Location:**

Warrior Retreat at Bull Run

16013 Waterfall Road, Haymarket, VA 20169

Look for the large "Welcome Home" sign and two stone pillars — the driveway winds uphill.

**Schedule:**

8:45 – 9:00 AM	Check-In
9:00 AM	Welcome & Project Assignments
9:15 – 11:45 AM	Service Projects
11:45 AM	Clean-Up

**Questions? Email:** [volunteer@willingwarriors.org](mailto:volunteer@willingwarriors.org)

- **Volunteer Opportunity: Community Ambassador**

Willing Warriors is grateful for the passionate individuals who serve as Community Ambassadors, helping raise awareness of our mission and connecting people, programs, and resources to support our wounded, ill, and injured service members and Veterans. Ambassadors play a vital role in representing Willing Warriors at local events, community gatherings, and speaking engagements. They share the heart behind what we do, inspire others to get involved, and identify new opportunities for engagement and fundraising. If you're a strong communicator, relationship-builder, and enthusiastic about giving back, this is your chance to make a meaningful impact in your community—while helping us grow our mission.

**Summary:**

Willing Warriors (WW) deeply values our Community Ambassadors, who help raise awareness, build connections, and expand our fundraising efforts. As an ambassador, you will represent WW at local events and functions, sharing our mission and inspiring others to get involved. Your role is crucial in identifying new opportunities and target audiences to support and enhance our programs.

**Reports To:** Dianne Polk, Operations Director, [dianne.polk@willingwarriors.org](mailto:dianne.polk@willingwarriors.org)  
Volunteer Coordinator, [volunteer@willingwarriors.org](mailto:volunteer@willingwarriors.org) (recruitment and training)

**Responsibilities:**

- Build relationships to expand WW's reach.
- Represent WW at community events, fundraisers, open houses/tours, and visit soldier recovery units
- Support upcoming programs (financial literacy, STEM camp)
- Attend presentations on behalf of WW, expressing gratitude and sharing our mission.
- Speak to local groups (schools, faith communities, Rotary Clubs, women's groups, etc.) about WW's work and partnership opportunities.
- Raise awareness of WW's mission and programs in the local area.
- Identify new ways to engage the community in supporting WW.

**Position Requirements:**

- Passion for charitable giving and fundraising.
- Enjoy working with volunteers and community members.
- Strong interpersonal skills; able to build and maintain relationships.
- Enthusiastic, proactive, and positive attitude.
- Confident public speaker with excellent communication skills.
- Strong organizational skills and reliability.
- Ability to work independently while contributing to a team.

**Action Steps for Ambassadors:**

- Memorize the WW mission and vision statement.
- Familiarize yourself with:
  - WW tri-fold brochure
  - WW Hot Sheet facts
  - WW Glossary & Acronym Guide
- Listen to 1-3 WW podcasts.
- Explore the WW Flickr website for event photos and updates.
- Take multiple tours with different staff members to gain a complete understanding of WW programs.
- Shadow staff members and veteran ambassadors with outreach opportunities.

**Join us in making a difference! As a Community Ambassador, you will help inspire others and expand the impact of Willing Warriors.**

● **Volunteer Opportunity – Sous Chef “A World-Class Volunteer Experience”**

Do you enjoy being in the kitchen and want to make a direct impact on the lives of our nation's heroes? Join our Visiting Chef Program as a Volunteer Sous Chef and help create memorable, home-style meals for the Warriors and families staying at the Warrior Retreat at Bull Run.

**Qualifications:**

Cooking experience (professional or home)  
Willing to assist with food prep, plating, and serving  
Friendly, dependable, and punctual  
Team player and good listener

Available Sundays from 4:00 PM – 8:00 PM (as needed)

**Overview:**

- Led by Larry Zilliox, Director of Culinary Services and founder of the Visiting Chef Program
- Larry emails a list of upcoming dinner dates; you choose what works for you
- Sous chefs arrive on Sundays at 4:00 PM at the Warriors' house kitchen
- Warrior Retreat aprons provided
- Each evening begins with a safety briefing before meal prep begins

This is more than just helping in the kitchen—it's a chance to serve those who have served, with heart, hospitality, and a hot meal.

**Interested? Contact Larry at [Chef@willingwarriors.org](mailto:Chef@willingwarriors.org)**

- **Volunteer Opportunity - Fundraising Event Planning**  
**Be a Fundraising Champion for Willing Warriors!**

Do you love bringing people together for a great cause? Whether you're a natural event planner or just someone with a big heart and a few great ideas, you can make a meaningful impact by organizing a fundraising event to benefit Willing Warriors – Warrior Retreat at Bull Run.

Let's turn your passion into purpose—and give our warriors a warm welcome home. Thank you for your interest in organizing a fundraising event to benefit Willing Warriors! Fundraising events are a powerful way to support the Willing Warriors Warrior Retreat at Bull Run and the wounded, ill, and injured service members and Veterans we serve. Whether your event is big or small, your efforts make a meaningful impact. Below are some helpful steps to guide your planning process.

**Step 1: Choose a Fundraising Idea**

Decide what kind of event you'd like to host. Past fundraisers have included bake sales, car washes, 5K runs, BBQs, pizza nights, charity auctions, and more. Use your creativity—and have fun with it!

**Step 2: Build a Team**

Recruit friends, coworkers, or community members who share your passion. A planning committee makes the process easier, more enjoyable, and more successful.

### **Step 3: Set a Date, Time & Location**

Select a date and check for potential conflicts with other local events. Select a venue that suits the size and needs of your event. Please note: Although we'd love to host events at the Retreat, the facility is typically occupied by Warrior families and is not available for fundraisers.

### **Step 4: Name Your Event**

Create a meaningful and memorable name. For example:

"[Your Organization] Supports the Willing Warriors Warrior Retreat at Bull Run"

One group of elementary schoolers raised over \$2,200 with their "Kids Collecting Change to Make a Change" campaign.

**Tip:** Avoid including a date in the name so you can reuse materials in the future.

### **Step 5: Create an Event Page**

Create a Facebook event or website. This will help you communicate with volunteers and participants. Our Event Coordinator can provide Retreat photos to use on your page and materials.

Please link to our official sites:

[www.willingwarriors.org](http://www.willingwarriors.org)

[facebook.com/WillingWarriors](https://facebook.com/WillingWarriors)

[instagram.com/WillingWarriors](https://instagram.com/WillingWarriors)

[x.com/soww\\_va](https://x.com/soww_va)

### **Step 6: Spread the Word**

Use social media, flyers, email, and word-of-mouth to promote your event. Encourage friends and volunteers to share your posts on social media. Consider creating a hashtag and sending a press release to local media.

Take a photo of your flyer and share it on Instagram and Pinterest!

### **Step 7: Secure Sponsors**

Partner with local businesses to help offset costs or provide in-kind donations. Offer to include their logo on flyers or recognize them at the event. Keep a list of all sponsors and donors, including their contact information so that we can send our thanks.

### **Step 8: Say Thank You**

Show appreciation to your volunteers, participants, and sponsors. Share the results of your fundraiser on social media and let your community know the difference they made. Send us pictures—we'd love to highlight your efforts!

### **Step 9: How We Can Support You**

Willing Warriors can provide brochures, retreat information, and digital assets such as logos or flyers. If you'd like a Willing Warriors representative at your event, please contact:

Contact:

Sarah Ford, Executive Director – [sarah.ford@willingwarriors.org](mailto:sarah.ford@willingwarriors.org)

Volunteer Coordinator at [volunteer@willingwarriors.org](mailto:volunteer@willingwarriors.org)

To schedule a tour of the Warrior Retreat or if you have questions about your event, contact [volunteer@willingwarriors.org](mailto:volunteer@willingwarriors.org).

- **Volunteer Opportunity - Gardening Volunteer**

- Help Our Gardens Grow!**

Love being outdoors? Come volunteer with us and help keep our gardens beautiful for the veterans and families we serve. Whether you're a seasoned gardener or just enjoy getting your hands in the dirt, we'd love your help with weeding, planting, trimming, and general garden care.

Flexible hours | Great community | Meaningful impact

Sign up today and make a difference—one plant at a time!

**Qualifications**

- Available on Wednesdays 9 am - 2 pm (or part of the time)
- Seasonal availability (April - Oct)
- Interested in gardening - planting, weeding, watering, and pruning
- Team player

**Summary**

- We are thankful to have two gardens at the Retreat - Our organic vegetable garden provides produce for use by the families and chefs and the Serenity flower garden brings healing and encouragement through beauty.
- The Retreat has gardening tools available
- POC: Patty Hall-Madonna ([kirklandcrew@verizon.net](mailto:kirklandcrew@verizon.net)) for the organic vegetable garden
- POC: Phil Byrnes ([bentleygrad@comcast.net](mailto:bentleygrad@comcast.net)) for the Serenity flower garden
- The vegetable garden needs daily watering and weeding
- The Serenity garden has a drip irrigation system set up

- **Volunteer Opportunity - Grounds Volunteer**
- **Volunteer Opportunity - Maintenance - Outdoor equipment**

### **Help Maintain the Warrior Retreat Grounds!**

Join our mission to provide a beautiful, peaceful space for our recovering Warriors and their families. We're seeking dedicated volunteers to assist with grounds and vehicle maintenance, such as skilled maintenance repairmen for our lawn mowing equipment, etc.

#### **Primary Responsibilities:**

- Lawn mowing and general yard care
- Trail maintenance
- Basic vehicle and equipment maintenance
- Safe operation and upkeep of:
  - Zero-turn mowers
  - Yard tractors, golf carts, diesel UTVs
  - Push mowers, snow blowers, leaf blowers, string trimmers

#### **Qualifications:**

- Available Wednesdays between 9 AM and 3 PM (full or partial shifts)
- Interested in grounds and outdoor maintenance
- Team player with a teachable attitude
- Reliable, timely, and communicates clearly about scheduling
- Competent with gas-powered equipment
- Willing to demonstrate safe operation of machines to the grounds team lead
- Able to follow safety procedures, including proper use of eye and ear protection

No need to be an expert—just a dependable volunteer with a heart to serve and a readiness to learn. Join us in being part of something that truly matters.

- **Volunteer Opportunity – Guest Services: Reservations**

Help us make the first connection count! The Guest Services Reservations Team plays a vital role in welcoming Warriors and their families to the Warrior Retreat. As a Reservations Volunteer, you will be the warm and compassionate voice that guides potential guests through the first steps of their stay.

#### **Qualifications:**

- Familiarity with the Retreat and its mission
- Current or past volunteer experience at the Retreat
- Strong interpersonal and communication skills
- Compassionate, respectful, and articulate
- Ability to maintain confidentiality
- A team player who is comfortable working independently from home

**Overview:**

- Reservations Volunteers are part of our Guest Services team
- Supervised by Dianne Polk, Director of Operations
- All volunteers are screened and approved by Dianne
- Calls are made from home within 24–48 hours of receiving a guest inquiry
- Each conversation follows a screening protocol using an IFG form (for active duty or Veterans)
- Complete the form and forward the application for the next steps

**This is a meaningful and flexible way to serve those who have served—right from the comfort of your own home.**

- **Volunteer Opportunity - Maintenance - Indoor (Repairs, Painting, etc.)**

Willing Warriors is always in need of skilled handymen, carpenters, plumbers, electricians, builders, and contractors who are available during the day on Wednesdays or Thursdays.

- **Volunteer Opportunity - Marketing/Social Media**

Help us promote Willing Warriors by taking pictures, writing articles, and more.

- **Volunteer Opportunity - Miscellaneous**

There are so many ways to help! If you don't see a skill set that fits you, please contact our Volunteer Coordinator, to brainstorm how you can help.

- **Volunteer Opportunity - Photographer**

Help capture meaningful moments that families will treasure forever. The Warrior Retreat is seeking volunteer Photographers to take family portraits during guest stays. These special photo sessions provide lasting memories for our wounded, ill, and injured Warriors and their loved ones.

**Qualifications:**

Owns a DSLR or quality camera equipment

Friendly, dependable, respectful. Creative and adaptable. Good listener who can connect well with families. No fixed commitment—photo sessions are scheduled based on your availability. Sessions typically last 1–2 hours.

**How It Works:**

- Larry Zilliox ([chef@willingwarriors.org](mailto:chef@willingwarriors.org)), Director of Culinary Services, coordinates volunteer photographer.
- Larry sends out guest stay dates; you choose which ones work for you.
- A Guest Stay Coordinator (GSC) will contact you to confirm scheduling.
- On your scheduled day, arrive at the assigned house (Lang House or PenFed House).
- Talk with the family about their preferences (locations, individual/group shots).
- After the session, email Larry within three days to receive the upload link.



- Larry ensures the photos are added to the Retreat Flickr album.
- The GSC shares the album link with the family so they can enjoy and keep their photos.

**Make a difference with your talent—one photo at a time. If you're interested or have questions, please contact Larry at [Chef@willingwarriors.org](mailto:Chef@willingwarriors.org).**

### **Volunteer Opportunity - Staging - Help Us Prepare the Homes for Warrior Guests**

We are seeking dedicated volunteers to help us prepare and stage the Retreat homes for our incoming Warrior families. This vital work ensures that each guest is welcomed into a clean, peaceful, and thoughtfully prepared space.

If you have a few hours to spare and a heart for hospitality, we would love to have you join our staging volunteer team. Your attention to detail helps create a welcoming and healing environment for our Warrior families. Let us know if you're available!

**Wednesdays: House Reset & Staging      Time: 9:30 AM – 12:30 PM (or longer if you're able)**

**Goal:** Reset the homes following a guest stay and prepare them for the next family or upcoming Retreat event.

**Key tasks include:**

Clearing away any leftover items from previous guests  
 Put fresh linens on the beds.  
 Assist with on-site laundry.  
 Restock supplies for each of the houses.  
 Placing gifts from the community out for the Warrior and their families

**Thursdays: Final Staging & Linen Support      Time: 11:30 AM – 1:30 PM**

**Goal:** Finalize staging and ensure everything is guest-ready.

**Key tasks include:**

Ensure that extra linens are placed in guest rooms and fresh towels are provided in bathrooms.  
 Do a final walk-through of each home to confirm it's ready.