



Rev 6/2/23

Your time and talent can make a real difference in people's lives.

Join Gateway Community Resource Center as we offer Help, Education, and Enrichment to members of our community. Gateway is seeking volunteers to help support our mission and programs. Many positions do not require specific skills or background - just bring your enthusiasm and desire to help others!

Our volunteers come from all walks of life and bring a diverse perspective to Gateway's mission and programs. We are committed to maintaining a diverse and inclusive organization and creating a safe and welcoming environment for both our volunteers and visitors.

Do you have a desire to volunteer and MAKE A DIFFERENCE? If so, submit the volunteer inquiry found at <https://www.gcrcnj.org/home-2/volunteer/>. A Volunteer Coordinator will contact you to discuss our current openings and answer any questions you may have.

Current Volunteer opportunities include:

Event Host

The Event Host ensures a well-run event and contributes to an environment that is comfortable and welcoming. Working in a friendly team environment, responsibilities will include preparing the space for the event, room set up, heat/air conditioning, signage, etc. Event Hosts welcome guests, monitor room usage, and answer questions.

Public Relations Volunteer

Working closely with the Social Media Volunteer, the Public Relations Volunteer will create social media content that increases outreach to the community. Volunteer will also coordinate community events, media interviews, and other public speaking opportunities, as well as promote Gateway's mission, programming, and small business use of the Gateway space.

Social Media Volunteer

This position is responsible for social media content including posts and graphics. Ideally, the Social Media Volunteer will add 2-3 new posts weekly to both current social media sites and new sites. Volunteer will respond to posts, answer questions, and provide information as needed. He or she will also oversee and grow Gateway's online presence to connect with a larger and more diverse audience.

Marketing Volunteer

This position will help create consistent branding and marketing standards for Gateway and ensure that branding is used consistently across the web, social media, as well as printed materials. The Marketing Volunteer will also promote upcoming programming through existing and new marketing channels.

Administrative Volunteer

This position will work with the Leadership Team to provide administrative support. Most of the work can be done virtually.

Responsibilities include:

- Maintain and update Excel files, along with office and copier supplies.
- Record minutes at Leadership Team meetings (approximately three meetings per month).
- Assist with events held at the Gateway location and in the community.

Training and on-going support will be provided.



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Computer Lab Monitor (This is not an instructor position)

Provide a welcoming and helpful environment for attendees. This role is responsible for setting up laptop computers, welcoming guests, monitoring room and responding to issues and questions as they arise.

The Computer Lab Monitor will assist class attendees with the tutorial/laptop as needed. He or she will return computers to a secure storage area and close the Gateway room.