

## Genesis and Light Center's Job Description

Job Title	Job Description	<u>minimum hrs</u>
Web Designer	<ul style="list-style-type: none"> <li>○ Writing and editing content</li> <li>○ Designing web page layout</li> <li>○ Determining technical requirements</li> <li>○ Updating websites</li> <li>○ Creating back up files</li> <li>○ Solving code problems</li> </ul>	5+ hours per quarter
Newsletters	<ul style="list-style-type: none"> <li>○ Organize &amp; Develop upcoming stories</li> <li>○ Proofread and publish stories</li> <li>○ Develop photos</li> <li>○ Organize mail outs</li> <li>○ Organize printing</li> <li>○ Assist in developing newsletter staff</li> </ul>	5+ hours per quarter
Volunteer Coordinator Assistant	<ul style="list-style-type: none"> <li>○ Assist in identifying program volunteers and youth participants</li> <li>○ Develop partnerships with community organizations</li> <li>○ Assist in interview and screen prospective volunteers</li> <li>○ Assist in training volunteers to perform volunteer assignments</li> <li>○ Assist in developing/updating other volunteer documents: applications, surveys, assessment, manuals, etc.</li> </ul>	3+ hour per week
Administrative Assistant	<ul style="list-style-type: none"> <li>○ Screens incoming correspondence, refer to appropriate staff member for reply</li> <li>○ Compose and arrange correspondence for staff</li> <li>○ Reviews outgoing correspondence prepared by other staff members for consistency with administrative policy as well as for format, grammatical construction, and clerical error</li> </ul>	3+ hour per week
Gardner Assistant	<ul style="list-style-type: none"> <li>○ Care of plants, flowers, trees and other shrubbery</li> <li>○ Tasks subject to change accordingly to the season and climate.</li> <li>○ Cultivating ground quality to enhance condition to grow and plant using fertilizer and chemicals in order the keep the plants healthy and provide nourishment</li> <li>○ Trim shrubs and trees, water, feed, transplant and remove weeds</li> <li>○ It may also be needed to lay down mulch, wood chips, moss and other soil moisturizers depending on the plants so should do that.</li> <li>○ Make grounds clean from debris and litter</li> <li>○ Keep lawn and bushes nice and neatly cut</li> <li>○ General repairs and upkeep</li> </ul>	1+ hour per week
Custodian Assistant	<ul style="list-style-type: none"> <li>○ Clean offices, meeting chambers and recreational facilities</li> <li>○ Mop tile and concrete floor areas</li> <li>○ Vacuum all carpeted areas</li> <li>○ Dust all furniture</li> <li>○ Wash and disinfect washroom floors, toilets, and toilet seats,</li> <li>○ Clean all mirrors</li> <li>○ Replenish toilet tissue and soap as needed</li> <li>○ Empty all waste baskets and garbage cans</li> <li>○ Place garbage in outside storage bin</li> <li>○ Clean entrance and exit including glass, doors and hardware</li> <li>○ Clean kitchen sinks and counters</li> <li>○ Report damages and acts of vandalism</li> <li>○ Wash entrance and exit floor</li> <li>○ General repairs and upkeep</li> </ul>	1+ hour per week

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<p style="text-align: center;">Summer of Drama</p> <p>The project objectives are to enhance art education, help students appreciate and value art, and encourage support for the arts and culture of Mississippi.</p> <p style="text-align: center;">10 to 20 people.</p>	<ul style="list-style-type: none"> <li>○ Act in or direct stage play or other artistic event</li> <li>○ Sing or play musical instrument</li> <li>○ Share artistic genre with youth</li> <li>○ Help build set</li> <li>○ Assist in organizing, developing, and implementing artistic event which may include stage set-up, ushering, security, sound, promotions, or other duties related to a stage production</li> <li>○ Evaluate and supervise youth</li> </ul>	3+ hours per week
<p style="text-align: center;">Summer Program</p> <p>Camp coordinators for elementary, middle, or high school student during our 8 week summer camp</p> <p style="text-align: center;">10 to 20 people.</p>	<ul style="list-style-type: none"> <li>○ To help students prepare academically during summer months</li> <li>○ Assist with educational and recreational activities during summer program</li> <li>○ Help students develop positive attitudes toward learning and studying</li> <li>○ Serve as a <b>role model</b> for students being served</li> <li>○ Assist in selecting materials and approaches that are suitable for the student's ability and needs</li> <li>○ Assist in the organizing, developing, and implementing summer program</li> <li>○ Evaluate and supervise youth</li> </ul>	6+ hours per week (Summer Months)
<p style="text-align: center;">Saturday Math Club</p> <p>Tutor elementary, middle, or high school student in area of math only</p> <p style="text-align: center;">10 to 20 people.</p>	<ul style="list-style-type: none"> <li>○ To help students improve reading, math, and language arts skills</li> <li>○ Help students develop positive attitudes toward learning and studying</li> <li>○ Serve as a <b>role model</b> for students being served</li> <li>○ Assist in selecting materials and approaches that are suitable for the student's ability and needs</li> <li>○ Assist in the organizing, developing, and implementing program</li> <li>○ Evaluate and supervise youth</li> </ul>	3+ hours per week (Saturday)
<p style="text-align: center;">After School Program</p> <p>Tutor elementary, middle, or high school student in areas of math, language art, and reading</p> <p style="text-align: center;">10 to 20 people.</p>	<ul style="list-style-type: none"> <li>○ To help students improve reading, math, and language arts skills</li> <li>○ Help students develop positive attitudes toward learning and studying</li> <li>○ Serve as a <b>role model</b> for students being served</li> <li>○ Assist in selecting materials and approaches that are suitable for the student's ability and needs</li> <li>○ Assist in the organizing, developing, and implementing program</li> <li>○ Evaluate and supervise youth</li> </ul>	3+ hours per week

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Job Title	Job Description	<u>minimum hrs</u>
<p>GLEAM Partners</p> <p>Assist in organizing agency's sponsorship project</p> <p>1 to 5 people.</p>	<ul style="list-style-type: none"> <li>○ Recruit possible supporters</li> <li>○ Maintain written and verbal communications with sponsor concerning agency status and events</li> <li>○ Contact supporters</li> <li>○ Create sponsor reports</li> </ul>	1+ hour per week
<p>Annual Appreciation Banquet.</p> <p>Assist in organizing agency's annual volunteer banquet –</p> <p>10 to 15 people.</p>	<ul style="list-style-type: none"> <li>○ Create overall event budget</li> <li>○ Develop event date and theme</li> <li>○ Develop menu</li> <li>○ Choose and contact honorees</li> <li>○ Organize awards, gifts, and door prizes</li> <li>○ Recruit speaker</li> <li>○ Recruit volunteers</li> <li>○ Recruit sponsors and donors</li> <li>○ Organize ticket sale</li> <li>○ Develop dress code/color</li> <li>○ Organize banquet details including activities, agenda, decorations, programs, etc.</li> </ul>	5+ hours per quarter
<p>Belk's Charity Sale</p> <p>Represent G&amp;L during Belk's annual charity sales</p> <p>6 people.</p>	<ul style="list-style-type: none"> <li>○ Sale tickets to sale</li> <li>○ Organize in-store sale</li> <li>○ Recruit volunteers</li> </ul>	<p>One Day Sale</p> <p>3+ hours</p>
<p>Christmas Sponsorship</p> <p>Assist in organizing donations of Christmas gifts for needy children - 5 to 15 people.</p>	<ul style="list-style-type: none"> <li>○ Organize Christmas party</li> <li>○ Organize Christmas gifts for youth</li> <li>○ Recruit Sponsors</li> <li>○ Create Wish List</li> <li>○ Create Thank You cards</li> </ul>	3+ hours per week
<p>Fundraising Grant Writer</p> <p>Assist team in the grant developmental process - 5 to 10 people.</p>	<ul style="list-style-type: none"> <li>○ Research grants</li> <li>○ Write grants</li> <li>○ Proofread grants</li> <li>○ Follow up on submitted grants</li> </ul>	3+ hours per week
<p>Fundraising Coordinator</p> <p>Lead in organizing G&amp;L's fundraising events - 2 to 5 people.</p>	<ul style="list-style-type: none"> <li>○ Recruit volunteers for fundraising events</li> <li>○ Organize Christmas Sponsorship</li> <li>○ Organize Annual Appreciation Banquet</li> <li>○ Organize Belk's Charity Sale</li> <li>○ Organize GLEAM Partners</li> </ul>	3+ hours per week