



## GSC Volunteer Descriptions

### ONE-TIME:

- ★ **Event Help**
  - Baking
  - Set-up of:
    - Centerpieces
    - Dessert tables
    - Auction items

### TEMPORARY:

- ★ **Holiday Program Sign-Up**
  - 5 Dates (Tuesdays & Thursdays end of September – Mid-October)
  - 2-3 hours
  - Helping families enroll into GSC Holiday Program
- ★ **Projects**
  - Donations; obtaining donations for annual dinner (Feb-March for April Dinner)
  - Marketing (specific events)
- ★ **Grant Writing**

### ON-GOING:

- ★ **IT** – GSC Office
- ★ **Bookkeeping** – Quick Books, Payroll, IRS Filings, Non-Profit
- ★ **Marketing** – Improving continued reach and awareness of GSC
- ★ **Social Media** – Creating greater awareness through our social media platforms
- ★ **Website/Web Design** – Improve and/or maintain
- ★ **In-Takes** – Working within our office handling phone in-takes 1 day per week