



Equipping Adults for Tomorrow

LVG

Serving Gloucester since 1981



Literacy Volunteers of Gloucester, Inc.

## Volunteer Committee Opportunities

### Outreach Committee

1. **Task:** Participate on Community Bureau attending various community meetings

**Time Commitment:** Variable – for Chamber, 3rd Thursday from 5:30-7:00 PM; for GRC, 1st Wednesday from 9:30-11:00 AM

**Contact Person:** Terri Byrne - [tsqbyrne@aol.com](mailto:tsqbyrne@aol.com) or 757-870-7361, or [telehog@aol.com](mailto:telehog@aol.com)

Previous experience with LVG recommended

2. **Task:** Provide LVG presentations for civic & church organizations as a member of Speakers Bureau

**Time Commitment:** Variable – 15-20 minute presentations a few times a year

**Contact Person:** Terri Byrne - [tsqbyrne@aol.com](mailto:tsqbyrne@aol.com) or 757-870-7361, or [telehog@aol.com](mailto:telehog@aol.com)

Previous experience with LVG recommended

3. **Task:** Write articles for the Beehive and local papers to spotlight LVG learners, tutors, volunteers and events

**Time Commitment:** Variable time - Beehive, 4 issues per year, articles of 300 words or less; periodic articles for other papers such as the Gazette and Glo Quip

**Contact Person:** Terri Byrne - [tsqbyrne@aol.com](mailto:tsqbyrne@aol.com) or 757-870-7361, or [telehog@aol.com](mailto:telehog@aol.com)

No previous experience with LVG required

### Board Development Committee

1. **Task:** Organize and facilitate trainings for board members

**Time Commitment:** 1-2 hours per week for a month; once or twice a year

**Contact Person:** Glenn Sturm - [gjsturm@vt.edu](mailto:gjsturm@vt.edu)

No previous experience with LVG required

2. **Task:** Recruit volunteers from educational sector to serve on LVG board and LVG committees

**Time Commitment:** 1-2 hours per week

**Contact Person:** Glenn Sturm - [gjsturm@vt.edu](mailto:gjsturm@vt.edu)

No previous experience with LVG required

3. **Task:** Recruit volunteers from business sector to serve on LVG board and LVG committees

**Time Commitment:** 1-2 hours per week for a month; once or twice a year

**Contact Person:** Glenn Sturm - [gjsturm@vt.edu](mailto:gjsturm@vt.edu)

No previous experience with LVG required

4. **Task:** Recruit volunteers from non-profit sector to serve on LVG board and LVG committees

**Time Commitment:** 1-2 hours per week

**Contact Person:** Glenn Sturm - [gjsturm@vt.edu](mailto:gjsturm@vt.edu)

No previous experience with LVG required



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### **Administration Committee**

1. **Task:** Organize and facilitate trainings for tutors

**Time Commitment:** 10 hours every 6 months

**Contact Person:** Louise Klebitz or Cynthia Geisert,  
[lklebitz@aol.com](mailto:lklebitz@aol.com) or [cynthiageisert@gmail.com](mailto:cynthiageisert@gmail.com)

No previous experience with LVG required

2. **Task:** Office management, administrating GAINS test, clerical volunteer work

**Time Commitment:** 3 hours per week

**Contact Person:** Louise Klebitz or Cynthia Geisert,  
[lklebitz@aol.com](mailto:lklebitz@aol.com) or [cynthiageisert@gmail.com](mailto:cynthiageisert@gmail.com)

No previous experience with LVG required

3. **Task:** Organize events and communications related to volunteer appreciation, such as designating a "Volunteer of the Month"

**Time Commitment:** 3 hours per month

**Contact Person:** Louise Klebitz - [lklebitz@aol.com](mailto:lklebitz@aol.com)

Previous experience with LVG recommended

4. **Task:** Aid in the development of strategies and approaches to ensure tutor retention

**Time Commitment:** 1 hour per week

**Contact Person:** Cynthia Geisert  
[cynthiageisert@gmail.com](mailto:cynthiageisert@gmail.com)

No previous experience with LVG required

### **Fund Development Committee**

1. **Task:** Identify grant opportunities and facilitate the grant writing process for LVG

**Time Commitment:** 10 hours per year

**Contact Person:** Ashley Miller [amiller0018@yahoo.com](mailto:amiller0018@yahoo.com)

Previous experience with LVG recommended

2. **Task:** Communicate & collaborate with private sector to establish business partnerships

**Time Commitment:** 1 hour per week

**Contact Person:** Karen Bruer - [kbruer@ameebay.com](mailto:kbruer@ameebay.com)

No previous experience with LVG required