



# Volunteers

## Goal

Gutenberg College is on the cusp of significant growth. Our enrollment is up, and our connections are expanding rapidly. The enormous amount of effort that has gone into recruiting and development projects is beginning to show fruit. To achieve this growth, however, we have had to prioritize some things over others, and many improvements and forms of outreach have been on the back burner. This list of volunteer positions is an excellent sample of the types of efforts that we have been unable to give the necessary time. As enrollment and donations increase, we hope to be able to hire people to address a number of these projects. But we are not there yet. Thus, we are looking for volunteers.

## Need

Finding and managing volunteers also takes a great deal of time and effort. This list of positions is an important first step. But more work is required, and Gutenberg needs help.

We believe that many people have a desire to contribute in a positive way, and they all have unique talents and skills they can use to serve others. We are seeking a volunteer coordinator who would enjoy connecting people who want to serve with projects that fit their interests and skill sets.

## Resources

- Office support
- A faculty liaison
- This list of volunteer positions

## Position

**Volunteer coordinator.** This person would be responsible to do the following:

- Work with Gutenberg administration to create a list of potential volunteers;
- Reach out and connect with volunteers;
- Help manage and oversee volunteers in coordination with administration.



## Community Classes

### Goal

The faculty and friends of Gutenberg College have unique intellectual resources—both skills and knowledge—that can benefit the University of Oregon and Eugene community by addressing the complex issues our culture faces. Gutenberg wants to serve Christians in Eugene by addressing these issues and helping others think about them from a biblical perspective while also providing a place for the wider Christian community to learn about the nature of Gutenberg’s ministry so that we might partner with like-minded Christians.

### Need

Historically, Gutenberg has offered evening classes to students and the broader Christian community. We would like to see those continue. However, Gutenberg College does not currently have the necessary resources to organize and promote a robust community class program.

### Resources

- Database/email support
- Website-announcement support
- Faculty and staff speakers
- A faculty liaison
- Office support for printing or copying
- Audio recording equipment

### Positions

1. **Community-class organizer.** This person would be responsible to work with a small team to design and implement a series of community classes for the 2020-2021 academic year. The tasks would include the following:
  - Set and run meetings to determine the general outline of the program;
  - Find speakers who can provide outstanding content from a biblical worldview on questions of common interest;
  - Communicate with speakers;
  - Communicate with Gutenberg staff responsible for advertising events;
  - Maintain the schedule.
2. **Community-class promoter.** This person would be responsible to work with a small team to promote a series of community classes for the 2020-2021 academic year. The tasks would include the following:
  - Participate in meetings to determine the general outline of the program;
  - Create a promotional plan;
  - Implement that promotional plan.



## Internship Program

### Goal

Gutenberg College offers an outstanding biblically based liberal arts education. Our goal is to give students the opportunity to build the tools and knowledge to understand themselves and their world and to address the fundamental questions of faith. Students, however, find it difficult to know how they should translate their skills, tools, and understanding into a meaningful career choice. To that end, we have begun a career and graduate school advising program. A component of that program is providing students with internship opportunities in the community. Given the quality of our students, we believe that an internship program has the potential not only to help those students but also to provide substantial benefit to local businesses.

### Need

Gutenberg College does not have the resources to adequately build the necessary connections within the business community. We seek a volunteer coordinator.

### Resources

- Aid and advice of Tobin Johnston (see below)
- A faculty liaison
- Office support for printing, mailing, scheduling, or phoning

Tobin Johnston (Gutenberg class of 2002) works in the state employment office and has years of experience helping people find jobs. He has a broad set of contacts in the business community and experience with internships. He is available for consulting and advising.

### Position

**Internship program coordinator.** This person would be responsible for coordinating an effort to reach out to local businesses to arrange internship opportunities that would mutually benefit our students and the businesses involved.



## House Beautification

### Goal

The historic Gutenberg College building has been home away from home to countless students—a “house” in which to build lifelong friendships and to wrestle with the most critical questions of life. This beautiful building has outstanding architectural character. Over the years, however, it has become rundown and needs a “facelift.” Gutenberg wants to take steps to bring out the building’s classic character and restore its elegance. Such an effort would benefit both those who live in the house and visitors, and it would maintain the building for future generations of students. An aesthetic upgrade would also provide a more accurate representation of the high quality of education Gutenberg offers to students and the community.

### Need

Restoring the house will require dedicated time, thought, and some experience that we lack. We believe others may want to join us in our effort to restore the building, and they can help in a variety of ways, many of which, like painting, do not require a great deal of expertise. But we need a volunteer who shares our vision for the potential of the house to help us coordinate this work and push forward on the restoration effort.

### Resources

- Gutenberg College has been working with an interior designer to help create a plan.
- We have also consulted a contractor to discuss various options and costs.
- We are currently working with a donor who may be able to provide some materials for free or at reduced prices.
- We have access to contractor advisors and summer student-workers.
- We are exploring a grant to provide the necessary funds to pay for materials and labor.

### Position

**House renovation coordinator.** This person would be responsible to do the following:

- Oversee the plan for the building;
- Seek volunteers to help;
- Work with Gutenberg staff to explore a grant;
- Interact with contractors.



## Education Conference Sponsorships

### Goal

Gutenberg College is hosting an educational conference this fall featuring nationally recognized speakers Nancy Pearcey, Andrew Pudewa (Institute for Excellence in Writing), and Leigh Bortins (Founder of Classical Conversations). Because many educators and people interested in education may be attracted to our conference, we believe it may offer a good advertising opportunity for businesses that focus on education. We want to offer varying levels of sponsorship that would give such businesses exposure to attendees.

### Need

At this time, Gutenberg cannot expend the necessary resources to pursue these sponsorships. We are seeking a volunteer who values the opportunities the conference provides to help find sponsorships.

### Resources

- A staff of people who are working to organize and promote the conference
- Office support
- Ideas on potential businesses

### Position

**Conference sponsorship volunteer.** This person would be responsible to do the following:

- Work with faculty to create a sponsorship options package;
- Create a list of businesses that might be interested in the conference;
- Reach out to those businesses.



## Library

### Goal

Gutenberg College has a small but unique library of books. Due to our history, the library is heavily weighted toward 1970s books on theology and Bible study. While many of these books are useful, we would like to expand our holdings to better serve our students and the community by also providing books more specifically related to Gutenberg's curriculum. Furthermore, we want to improve access to our library by creating an online catalog that students and others could use to search for titles. Lastly, these enhancements would move Gutenberg closer to having stand-alone library services independent of the University of Oregon.

### Need

Our current database, which is old and out of date, is located on one computer with restricted access. This situation does not make finding books easy. Therefore, we want to explore using an online database that would simplify finding books in our library. Furthermore, because our books are not arranged clearly, shelf space is limited, and some books are still in storage and not yet cataloged, we need to rearrange our holdings to make them more accessible. To accomplish these tasks, we are interested in exploring a small grant to help pay for books, software, expanded shelving, and labor. We are looking for a volunteer to take on this project.

### Resources

- Thanks to the efforts of a few dedicated staff and volunteers, the existing library has been labeled and cataloged in a database.
- A student is currently pursuing this project on a limited basis.
- We have technical support and a faculty liaison.

### Position

**Library volunteer.** This person would be responsible to work with the Gutenberg faculty liaison and the undergraduate worker to do the following:

- Find and implement a new online database system;
- Plan a suitable arrangement of our holdings;
- Pursue, with the help of staff, a small library grant to pay for more books, shelving, and equipment;
- Help order new books and shelving and enter new books into the system.



## Publications

### Goal

Gutenberg has an extensive library of outstanding articles on a wide variety of subjects that are well suited for much wider circulation than our college newsletter. Several online platforms (Imaginative Conservative, First Things, Circe Institute, and This Old Schoolhouse, for example) publish articles that are widely read. Many of these online platforms might be good places to publish our articles (or some modification of them), thus providing high quality content to a larger readership and increased visibility for Gutenberg College.

### Need

Gutenberg College does not have the resources at this time to review our articles and determine which online platforms might be interested in publishing them. Therefore, we are looking for a volunteer who is interested in reviewing publication possibilities.

### Resources

- A database of articles
- A list of potential platforms
- The services of an editor
- Faculty assistance for any required modifications of articles to meet submission guidelines

### Position

**Publication volunteer.** This person would be responsible to do the following:

- Research various platforms compatible with Gutenberg for publication opportunities;
- Review articles on those platforms for the length of articles and the types of topics submitted;
- Review Gutenberg's existing library of articles for good fits;
- Interact with the Gutenberg author and platform publisher to assist in the submission process.



## Social Media

### Goal

A wide and varied community is interested in what Gutenberg is doing: former students and residents, people who have attended classes, people whom the organization has impacted, parents of students, and potential students. Many of these people keep up with Gutenberg through social media. They desire to know what is happening and to be challenged or encouraged in their thinking. Gutenberg College wants to maintain and build our social media presence.

### Need

Our faculty and staff are spread thin. While we have been able to maintain a social media presence, we do not have the experience and time to improve it. Thus, we seek a volunteer to enhance Gutenberg's social media presence. We seek someone who understands and values the mission of the college and also has skill, experience, and interest in researching and communicating through social media platforms.

### Resources

- Existing social media accounts (Instagram, Twitter, Facebook);
- Social media scheduling software (Later);
- Office support;
- Faculty liaison who is currently maintaining our social media efforts.

### Position

**Social media content manager.** This person would be responsible to do the following:

- Work with a faculty liaison to plan and maintain our social media presence;
- Collect and create content, both graphics and written word;
- Post social media content at regular intervals;
- Keep current with new trends and strategies in social media.



## College Admissions

### Goal

With our recent improvements in recruiting, more students are expressing interest in the college. This leads to increased communications and visits. It is important for students to get as clear a picture of the college as possible so that they are informed about their college decision. We also want to inform private schools about Gutenberg, as they may have students attending who would be interested in Gutenberg. Our goal is to provide a series of contacts that transparently relate to prospective students and schools what Gutenberg offers and does not offer.

### Need

Gutenberg does have staff to oversee the entire recruiting and admissions process, but as the number of prospective students increases, that staff will be taxed. To maintain our goal of friendly and clear communication, we are looking for a volunteer who would enjoy interacting with high schoolers and their families and who knows enough about Gutenberg to accurately communicate our mission. We are also looking for a volunteer to contact private schools. These volunteers would benefit both prospective students and Gutenberg.

### Resources

- Gutenberg has a staff to oversee the process.
- A clear series of tasks and materials have already been worked out.

### Positions

1. **Admissions assistant.** This person would be responsible to do the following:
  - Work with recruiting staff;
  - Interact with prospective students by phone, email, and in person.
2. **Private-school outreach coordinator.** This person would be responsible to do the following:
  - Call private schools in our database.
  - Schedule a time to talk with Gutenberg's admissions director.